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Marketing Office Staff (1 Post)

Job Description

We are seeking a Marketing Office Staff member who is proficient in Microsoft Office applications and has excellent communication skills. The successful candidate will play a pivotal role in supporting our marketing operations, ensuring efficient communication across all divisions, and managing data and presentations crucial for decision-making.

Requirements

- Any graduate (or) bachelor's degree in marketing, business, or related field.
- Proven experience as a marketing assistant or similar role.
- Proficient in MS Office (Excel , Word , Power point)
- Excellent communication and Interpersonal skills.
- Strong organizational and time management skills, with a proven ability to handle multiple tasks and meet deadlines.
- Assist in the development and implementation of marketing strategies.
- Help organize and coordinate marketing events and campaigns.
- Support the marketing team in daily administrative tasks.
- Contribute to the creation of promotional materials and presentations.
- Manage and update company database and customer relationship management systems (CRM).
- Knowledge of strategic planning principles and marketing best practices.
- Facilitate effective communication with marketing staff across all divisions, ensuring alignment and coordination of marketing strategies.
- Ability to travel as needed for business and project requirements.

If you are interested to apply, please send your CV to hr@awba-group.com

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