

Marketing Intern

Key responsibilities:

- Provide administration and clerical support to the marketing team
- Draft press release to local media
- Assist in marketing and promotion plans
- Assist in the design / production of marketing materials & advertisements

Requirements:

- Creative
- Highly motivated, responsible and good team player
- Excellent command of written and spoken Chinese & English
- Great communication and organizational skills
- Good knowledge in photoshop and other design tools is preferable

Marketing Coordinator

Key Responsibilities:

- Support admin duties of Marketing Department
- Assist marketing teams to create marketing materials for tradeshow and exhibition
- Coordinate within different departments for marketing campaigns
- Conduct market research

Requirements:

- Bachelor degree in Journalism, Marketing, PR or other related fields
- Excellent writing and communication skills
- Detail-oriented, proactive, multitasking
- Excellent command of written and spoken Chinese & English

Summer Admin and Account Assistant

Key responsibilities:

- Provide clerical & admin support for Admin and Account Department
- Perform ad hoc duties as required

Requirements:

- Excellent command of written and spoken Chinese and English
- Good computer skills including MS Words, Excels, Powerpoint

Interested students should sent CV with cover letter by email to hr.apac@otterproducts.com