

Position Profile

March 2021

Position:	Personal Assistant to Marketing Manager
Client:	Media Advertising Agency
Reporting Line:	Marketing Manager
Responsibilities:	<ul style="list-style-type: none">• Managing and screening telephone calls and enquiries• Reminding the manager/executive of important tasks and deadlines• Organizing and maintaining schedule and making appointments• Composing/drafting of letters/emails, receiving and filing correspondences• Managing databases and filing systems• Booking and arranging travel, transport and accommodation• Liaising with relevant stakeholders internally and externally• Coordinating with other departments to ensure that they finish the work within deadline• Consolidating works and submitting to the client within the agreed timeline• Assisting Marketing Manager in coordinating with influencers
Qualifications:	<ul style="list-style-type: none">• Age late 20's to late 30's• Bachelor degree in any field (Knowledgeable in multiple social media platforms will be advantageous)• Proactive, well-organized, detailed-oriented, efficient and strongly independent i.e. able to work autonomously and with minimal direction• Able to work well under pressure and in a fast-pace work environment• Able to cope with huge workload; possess excellent prioritizing and multitasking skill• Possesses Can-do attitude and a desire to have fun and succeed in a work-hard/play-hard environment• Possesses commonsense and problem solving capability• Well-versed with using internet and tools such as Microsoft Excel, Word and PowerPoint• Good with computer literacy (experience with G-suites, Dropbox and Cloud is a plus)• Flexible and adaptable• Able to work with multiple stakeholders and keep deadline• Good oral and written communication skills• Strong interpersonal
