

## **Marketing Assistant**

### **Part time**

#### **Requirements:**

- Assist in implementing offline and online marketing activities such as social media management, in-store promotions, marketing events, exhibition, etc
- Provide clerical and administrative support to the department on daily operations
- Perform customer database management
- Handle online customers' questions and inquiries
- Handle ad hoc tasks and any other assigned duties as requested

#### **Qualifications:**

- Higher Diploma or above
- Good command in both spoken and written English and Chinese
- Proficient in Microsoft Office (Word, Excel & Power Point) and Chinese word processing
- Well organized and meticulous with the ability to multi-task and work under pressure
- Immediate available is preferred
- Able to work 2 days weekly

We offer competitive salary interested parties please send your full resume to our email [jennifer@chunau.com.hk](mailto:jennifer@chunau.com.hk) and [christine@chunau.com.hk](mailto:christine@chunau.com.hk)

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