



## Marketing & Operations Assistant - KIBO

Do you have drive? An entrepreneurial spirit and a passion to make a difference?

We have a fantastic opportunity to work for a startup with a meaningful cause! You will be exposed to all different aspects of the business, from operations, finance, sales and marketing. This is an excellent way to learn how a business is run and gain valuable experience and knowledge of growing a business.

Your responsibilities will include:

- Assist in sales order, tracking, inventory management
- Liaise with retail partners (online and offline)
- Assist in preparation of marketing materials (e.g. advertising support, promotional materials, event)
- Assist in event planning and digital marketing, including copywriting, translations and social media usage
- Provide clerical and administrative support to the team

This role will work closely with the Founders of the business. You'll also gain more autonomy on developing marketing strategies and roadmap.

Requirements:

- Excellent verbal and written communications skills in English and Chinese
- Proficient in MS Office
- Marketing, communication, business or similar fields is preferred
- Photoshop, Illustrator and Video editing skills is a bonus
- Outstanding multitasking abilities
- Retail experience is a bonus

If you are willing to be challenged, learn and gain invaluable experience in digital marketing and business growth we'd love to hear from you!

Please reach out to:

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