

Job Title: Marketing & Communications Assistant
Department: Marketing and Communications Department
Report to: Director of Marketing and Communications

Major Duties and Responsibilities:

- Assist the Director to manage annual Marketing & Communications (M&C) Budget and ensure complete and proper documentation.
- Prepare and handle signing, execution, tracking and filing of all contracts and agreements related to M&C Department.
- Prepare and handle all fund requests and settlements with various vendors, suppliers, etc.
- Serve as liaison between print suppliers, vendors, and various service providers.
- Order and manage M&C inventory including branded items, souvenirs, pamphlets, brochures, and other school publications.
- Manage and maintain the master database of media, schools, embassies, multi-national companies, government agencies, cooperative partners, vendors, and suppliers.
- Prepare, update and file media clippings including press releases, interviews with print, online and broadcasting media, advertisements, magazine articles, etc.
- Maintain and update content in major communications outlets including the schoolwide internal communications App, the school website, and the digital signages.
- Develop and prepare media packs as well as providing administrative aids for M&C department which include scheduling meetings, and composing minutes and memos.
- Provide assistance in terms of logistics for marketing events such as educational salons, parent workshops, open houses, and school fairs.
- Prepare mailers and brochures as required for current and prospective parents.

- Other duties as assigned.

Qualifications/Requirements:

- Bachelor's degree
- Good command of both English and Chinese
- Skills in project management and Marketing
- Strong abilities to solve problems, prioritize tasks and work under stress to meet project deadlines
- Strong attention to detail
- Team player and highly self-motivated individual