



POSITION DESCRIPTION

Position Title: MARKETING ASSISTANT
Group: COMMERCIAL
Location: SINGAPORE

Reports to Position Marketing Communication Manager

Position summary The individual has to be a go-getter and enthusiastic in co-ordinating, assisting and supporting the Jetstar marketing team to maximise returns and exposure with all programs planned

**Responsibilities /
Scope /
Accountabilities:**

- Responsible for operational coordination and administrative support for all matters to the Marketing Team
- Responsible for preparing and verifying of all invoices, monthly statements and ensure all marketing in-flows and out-flows tally
- Responsible to work with media agency, production house, engaged agency, in-house/external creative designers and other internal departments on all matters assigned
- Provide support and assistance in media placements, media deliverables, promotions, sponsorships, partnership and corporate events.
- Assisting in planning, design advertisement mechanics & artworks.
- Manage marketing collaterals, including updating of website, brochures, corporate gifts
- Assist to update database
- Others administrative duties as assigned

**Person
Specifications:
Knowledge, Skills
and Experience:**

- Minimum Diploma in Mass Communications/Marketing/Business or other relevant disciplines
- Preferably with 1-2 years relevant experience in a marketing environment
- Possess strong administrative and organizational skills
- Familiar with Microsoft Word, Excel and PowerPoint applications
- Result-oriented with a creative mind
- Effectively bilingual
- Aggressive, independent and self-motivated
- Resourceful with good verbal, written and interpersonal communication skills that encompass strong persuasive techniques and negotiation skills
- Have a good understanding of the current marketing, advertising and design industries



- Able to multi task on presentations, quotations and other ad-hoc administrative areas in the dynamic and fast paced environment and tight deadlines
- Able to work effectively and independently with minimal supervision and work well as a team