

Posted 28 June 2021

MARKETING COORDINATOR

Hong Kong

The Marketing Coordinator supports the day-to-day marketing activities, assist the development of marketing programs, and work closely with Asia Marketing team on execution, including media buy, content, event and partnerships.

Duties and Responsibilities

- Report to the Senior Marketing Manager.
 - Liaise with international marketing team in supporting Asia marketing, including coordination and implementation of email marketing and social media marketing.
 - Work closely with Specialists (Sales) Team and Marketing Manager and Director to ensure quality deliverables and in compliance with brand guideline.
 - Work with Client Development, Client Services and Specialists (Sales) teams on events coordination.
 - Manage external partners, including media outlets, designers, strategic partners and vendors, ensure all projects are delivered on brief, on time and within budget.
 - Perform administrative tasks, including processing invoices, tracking spent against budget, coordination in copyright clearance.
 - Assist in any ad hoc duties as assigned.
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Professional Skills and Experience

- Minimum 3 years of experience in marketing / PR, in luxury or art industry preferred.
 - Excellent command of written and spoken English and Chinese.
 - Proficient in MS Office
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Education and Training

Bachelor's degree in business administration, marketing, communications, or a related field

Personal Attributes

- Energetic and self-motivated, able to work independently and do not mind to 'roll up your sleeves'.
 - Detail-oriented, well-organized with strong time management skills.
 - Ability to multi-task, prioritize and work well under pressure and tight deadline.
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Working Conditions

- Weekend and after-hour work may be required
- Travel may be required

To apply, please email a resume and cover letter to CareersAsia@phillips.com.