

Skywave Technologies

<https://www.skywavetechnologies.com/careers/admin-marketing-assistant/>

Admin & Marketing Assistant

Requirements

- Degree in Business Administration, Marketing Communication or related field
- **Minimum 2 years of experience** in a similar job role in an international service-minded working environment, ideally in an IT company
- **Basic understanding & interest in IT**
- Excellent knowledge of computer programs, **MS Office/O365, Excel, PowerPoint**
- **Experience in Office administration, strong in professional business communication**
- Excellent command of **written and spoken English**
- Ability to maintain **good relationships with suppliers**, business partners

Soft Skills

- **100% reliable**, diligent, **correct in all matters**
- Great service mind, **flexibility, proactive thinking**, detail-oriented, with highly responsible attitude
- **Excellent communication skills** with international team and clients
- **Self-motivated with highest loyalty and integrity**

Main Duties

- Administer and support the office environment in all related matters independently, fast and reliably
- Ensure best quality of work and highest customer satisfaction
- Communicate effectively with the team and the customer on a daily basis
- Greet visitors, answer phones, and direct inquiries to the appropriate person or department.
- Organize and maintain files, records, and documents, both physical and digital.
- Managing vendors and office maintenance
- Prepare meeting materials, room, take notes and assist with setting up presentations or conference calls.
- Update contact information and keep track of customer interactions in our CRM system.
- Assist in creating marketing materials and running campaigns on social media and email. Research market trends and competitors.
- Assist in the planning and coordination of marketing activities such as event

Skywave Technologies offers attractive remuneration, flexible working hours and a great teamwork experience to the right candidate.

Interested candidates are invited to forward their application letter **in English** with detailed resume, references, last salary, expected salary and recent color photograph

BY EMAIL to: careers@skywavetechnologies.com

Only complete applications with salary expectation can be considered!

Hiring organization

Skywave Technologies (Thailand) Co., Ltd.

Employment Type

Full-time

Job Location

Bangkok

