

# Skywave Technologies

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

## Sales & Marketing Assistant

### Hiring organization

Skywave Technologies (Thailand)  
Co., Ltd.

### Job Location

Bangkok

### Responsibilities

The **Sales & Marketing Assistant** is supporting the work of our Sales and Marketing Team on creative publications, Sales & Marketing campaigns, Content writing and other Marketing related projects, with the following duties:

- Present a professional and outstanding company image
- Prepare attractive sales presentations
- Use basic skills on video editing or graphic tools
- Assist in creating marketing materials and running campaigns on social media and by email
- Research market trends and competitors
- Find potential customers through research, reach out and follow up on inquiries/ opportunities for management team
- Update contact information and keep track of customer interactions in our CRM system
- Assist in the planning and coordination of marketing events and also attend business events

The **Sales & Marketing Assistant** has an accountable, creative, innovative and business-oriented mindset with excellent communication skills

### Requirements

- Thai Nationality, any gender
- 2-3 years of experience in sales, marketing, or customer service roles is an advantage.
- Bachelor's Degree in Marketing, Business Administration, Communication or related field
- Excellent command of written and spoken English

### Soft Skills

- Great service mind, smart and efficient, with strong ability to understand project requirements fast and completely
- Out-going, cheerful personality that fits into an enthusiastic, dynamic team
- Open Minded – Think outside the box
- Proactive with highly responsible attitude
- Enthusiastic and eager to learn new skills
- Self-motivated, 100% reliable and efficient work style
- Enjoy being part of a multi-cultural, diverse Team

**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 with detailed resume, references, last salary, expected salary and recent color photograph

**BY EMAIL** to: [careers@skywavetechnologies.com](mailto:careers@skywavetechnologies.com)

**Only complete applications can be considered!**