

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.info

Only complete applications can be considered!