

We Want You - Assistant Marketing Manager

PTL Group PTL Group

Job title: Assistant Marketing Manager

Level: Entry level / Junior

Type: Full-time position

General Description

As an assistant to the manager at PTL Group you will be working with our international team to serve the company's clients.

PTL Group offers management services to international companies entering the Chinese market, from a variety of industries and countries. You will be involved in marketing projects for B2B companies, B2C companies and O2O as well. This is a unique opportunity to get experience with different projects and with a wide spectrum of marketing needs.

Requirements

- Good communications skills in both English and Chinese
- Native Chinese speaker is preferred
- Knowledge of Photoshop, Illustrator and alike – an advantage
- Background in arts – photography, graphic design, writing and alike – preferred
- Ability to conduct basic market research – experience in this field is an advantage, but not a must
- Team player – can work well with others
- Details oriented
- Good time management skills, following up on your project from start to end in a timely manner
- Responsible and trusted to work on your own
- Willing to learn and develop your skills
- Some experience in marketing writing (in Chinese) is a plus

What Can You Expect?

The job includes diverse aspects of marketing, including market research, strategy planning and marketing materials producing for offline and online use. As a team member in the marketing department, the job will require participating in weekly meetings as well as in the company's events.

PTL Group was founded in 2000 and for the last 21 years, we've supported hundreds of companies from all over the world, entering and growing in the Chinese market.

The company employees are 99% Chinese and our clients are 100% internationals. Our core business is logistics, HR and finance management and we've been working across many different industries.



We are looking for a serious candidate who is willing to use their skills, time and energy in growing our company and supporting our worldwide clients.

For more details, and to apply, please send your English CV at:

Michelle@ptl-group.com