



Sales & Marketing Administrator in Hua Hin

A startup media production company is looking for a Sales & Marketing Administrator to support the growth of the company and by coordinating online marketing activities and content creation. You will work closely with digital marketing executive and other team members to create and deliver an engaging content strategy for both brand's social media presences, as well as getting involved in a range of marketing activities.

Job Description:

- Helping to promote our brand and attract new clients by personal visit for meetings at their home-office or contact by phone and email.
- Assisting production of service presentations and other content;
- Making deals about contracts and transactions with clients;
- Building long-term relationships with customers, working out recommendations and repeated requests.
- Maintaining and developing social media channels, mainly Facebook and Instagram. For example, creation of eye-catching content (discussions, polls and other activities)
- Fluent in Thai and English (writing, editing, translating content)
- Customer service and community management (moderation of comments, answers to subscribers' questions by email, LINE or other channels) and coordinate the way to problem solution independently or with a help of our team.

Qualifications:

- Have experience with software such as MS Office or similar.
- Experience of working with customer service or sales related experience.
- Active lifestyle and Initiative;
- Fast learner and desire to try new things;

Salary: THB 15,000 /month (negotiable)

Benefits of working with us: 5-Day workweek, competitive salary, social insurance, possibility to work remotely, training and coaching, annual bonus, promotion possibilities.

Contact Us:

Email your resume and portfolio to info@deepmixmedia.com