

Position: Marketing Communications Assistant
Company: Singapore Airshow
Location: Singapore

Job Responsibilities

- Provides general administrative support to the Marketing Communications division in advertising, promotions and public relations activities
- Assists in the co-ordination of marketing events, promotions and advertising needs
- Liaises with vendors, e.g. printers and design agencies to ensure timely delivery of collaterals, etc.
- Other ad-hoc administrative duties as assigned

Job Requirements

- Degree holders with minimum 1 year of relevant work experience
- Fresh graduates are welcome
- Good command of both spoken and written English
- Strong organizing skills, eye for detail and ability to multi-task
- Able to work independently but possess strong team spirit
- Flair in writing and knowledge of Mandarin will be an advantage
- Proficient in Microsoft Word, Excel, PowerPoint and Adobe Photoshop

Application

To apply, please submit your detailed resume to **Ann Ong** of **NBS Alumni Affairs** at annahong@ntu.edu.sg which would then be forwarded to the Human Resource of Singapore Airshow.

Closing date: Monday, 26 October 2009