

Position: Senior Marketing Communications Executive
Company: Singapore Airshow
Location: Singapore

Job Responsibilities

- Manages the development of both ATL and BTL marketing communications programmes and campaign implementations as well as production of collaterals such as advertisements, brochures and newsletters
- Works with advertising agencies, printers and other vendors in managing production timelines to ensure timely delivery
- Assists in event organization as well as database management and website management
- Manages all media ad placements, liaises with various publications and assists in identifying possible new media platforms

Job Requirements

- Degree holders with minimum 3 years of relevant work experience
- Strong organizing skills with ability to multi-task
- Creative, enthusiastic and self motivated
- Able to work independently but possess strong team spirit
- Possess good communication and interpersonal skills
- Proficient in Microsoft Word, Excel, PowerPoint and Adobe Photoshop
- Proficient in spoken and written English
- Flair for writing
- Knowledge of Mandarin will be an advantage

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