

WE'RE  
HIRING

2023  
JOIN OUR TEAM

# Marketing & Admin Assistants



SEND YOUR CV TO

[candidates.2023@azcalun.com](mailto:candidates.2023@azcalun.com)

## QUALIFICATIONS

- Bachelor's degree or equivalent is required
- New graduates are welcome to apply, although at least one year's work experience would be a plus
- Strong verbal and written communication skills
- Experience using Microsoft Office 365 and social media platforms
- Strong task organization and time management skills

## JOB DESCRIPTION

Conduct customer acquisition activities. Track marketing campaign success and report sales revenue. Monitor customer satisfaction. Collaborate with internal teams, clients and external partners on projects. Organize and coordinate market research. Maintain social media accounts and other digital assets. Safeguard documents. Perform data entry for expenses and other record-keeping needs. Perform other administrative and clerical work.