
Marketing Executive, Global Markets

This is an exciting opportunity for a placement specialising in marketing. The successful candidate will be working closely with the Sales Director and other managers to assist in building cutting edge corporate marketing communications across the globe. The Marketing Executive is responsible for corporate marketing efforts around the globe, including the development and management of the Royale International Group global "brand." Tasks and responsibilities will include the following:

Responsibilities:

- Reporting to the Sales Director and assist with daily operations of the marketing department, ensuring a smooth and efficient workflow
- Serve as primary point of contact for internal customers initiating work within the marketing department or checking the status of jobs already in progress.
- Assists in managing the Royale International Group's corporate identity and marketing communications materials
- Responsible for selecting and managing marketing, inventory of premium items and giveaways
- Provide hands-on involvement in a variety of marketing, logistics and ad hoc projects, including event production through booth scheduling and shipping and marketing collateral coordination.
- Liaise and networking with a range of stakeholders including suppliers, business partners and colleagues around the regions
- Maintain marketing collateral inclusive of presentation templates update and ensure corporate intranet is up to date
- Update and maintenance of various marketing reports, customer database and platforms
- Writing, proofreading, editing and translations for corporate blog contents and marketing materials where necessary
- Managing the production and/or creation of marketing materials, including leaflets, posters, flyers, newsletters, e-newsletters and advertisement for both online and offline
- Processing and consolidating marketing expense budget. Monitoring ongoing campaign spend against the budget, keeping accurate records and highlighting where variances occur
- Conducting general market research
- Support to facilitate and implement global marketing plan. Ensure marketing projects are executed effectively on time
- Provide support for other areas of marketing as needed

Requirements:

- Bachelors or Associates Degree in Marketing, Communications, Business or related field
- Minimum of 2-3 years in marketing and sound experience of supporting marketing ad hoc projects
- Fluent in written and spoken English, Cantonese and Mandarin with ability to communicate (orally and in writing) in a professional manner when dealing with colleagues, vendors and company contacts
- Competent computer skills in MS Office suite, Adobe Photoshop, Adobe Illustrator and/or Adobe InDesign to perform job duties listed above
- Must have an open, positive, energetic attitude and a good sense of humour
- Ability to work effectively under pressure and react quickly

- Excellent organizational and problem solving skills
- Ability to work independently, and within a team
- Excellent eye for details, copywriting and editing skills
- Ability to prioritise multiple tasks and manage time effectively in order to meet deadlines
- Ability to think creatively and turn ideas into actionable items

Working Hour:

- Monday – Friday (09:00 – 18:30)

The remuneration package will include 5-day work, birthday leave, 5 days paternity leave, compassionate leave, 12 days annual leave, and medical benefits including medical expenses and sick leave, etc.

Interested applicants, please write in with your detailed resume stating your current and expected salary to email: jobs@royaleinternational.com

All information collected will be used for recruitment purposes only.