



## THE ADVERTISER

An established leader in the manufacturing of high quality solid and hardwood flooring products is expanding its scope of Marketing and Public Relations activities, and looking for a dynamic candidate who is independent and a motivated self-starter.

You will join a high-growth environment where you will play a critical role in the company's expansion. This is an exciting opportunity to be part of the founding team, where contributions can be visibly recognized and high job satisfaction derived.

## MARCOM, ASSISTANT EXECUTIVE/ EXECUTIVE

Office: Jombang, Indonesia

Working hours: 08:00 am to 04:00 pm Work days: 6 days week (Mondays to Saturdays)

### Scope:

- Seek out and develop new markets in Indonesia for company's flooring products.
- Involved in the planning and organizing of marketing events, activities and ad-hoc marketing projects.
- Conduct market research in comparison to competitors' products.
- Collate factors such as pricing, distribution and product performance.
- Conduct research on various channels for marketing.
- Managing the company's database and keeping the contacts up to date.
- Sourcing & engaging suitable media partners for editorial write-up developments.
- Sourcing for quality-cost efficiency for Marketing suppliers eg. web designers, print design houses, printers.
- Provide clear and correct job briefs to Marketing suppliers to achieve the desired positioning and look.
- Liaising with internal teams for materials and information, to support production of all marketing collaterals.
- Preparation of Sales Kits, marketing collaterals, publicity materials and production of such collaterals; print and digital. Some level of self-designing simple artwork for marketing collaterals may be required.
- In charge of digital content maintenance, eg. website, facebook, twitter.
- To coordinate the Company's participation in local & overseas exhibitions/events.
- To collate trade enquiries received from sources, eg. emails, exhibitions, calls.
- Prepare post-mortem reports and analysis.
- Reporting to Marketing Manager (off-site).

**Requirements:**

- Diploma in Marketing / Communication.
- Possess at least 1year relevant Marcom-related role; in executing marketing campaigns and dealing with media.
- Proficient in Indonesian and English.
- Self-motivated, resourceful, energetic and independent.
- Strong organizational skills.
- Creative, ability to write marketing copy and press releases.
- Ability to multi-task in a fast paced dynamic environment; who can think on his/her feet and is willing to get their hands dirty.
- Works well under pressure while maintaining a professional demeanor.
- Great interpersonal skills – builds rapport and relationships quickly and at all levels; with both internal and external stakeholders.
- Able to plan tasks to get work done with minimal supervision.
- Computer literate: Excel, PowerPoint, Word. Proficiency in Photoshop and other web designing tools is an advantage
- You may be required to work on Sundays or Public Holidayswhen needed, during exhibition or events period.

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Designation will be determined based on experience and achievements.  
We invite candidates to send in your resume with a recent photograph, indicating current & expected salary and date of availability to **lynette.kan@sfrmarketing.com**

(Only shortlisted candidates will be notified)