



**Marketing Assistant: Job description**

Arvenchi Design Consultants has an open position for Marketing Assistant. She/he should have at least 1 year of relevant working experience. Have good experience or interests in architecture, planning and interior design field. Having strong learning ability, initiative work, and hard-working, able to deal with multi-tasking and having good team spirit. Good in written English and Mandarin.

**Marketing Assistant: Main Responsibilities**

Work activities vary but typically include:

- Responsible for daily support activities related to the business development team;
- Cooperating with company staffs and various functional departments of the company to carry out the company's image and product packaging, company website optimization, promotion through new media, and enhancement of the company's brand awareness and reputation;
- Responsible for the printing of the company's various types of promotional materials, including: website revision, brochure design, the company's overall image adjustment and so on;
- Responsible for advertising, promoting, information organizing, feeding back and back-stage management for the company's official website, wechat, microblogging and other online channels.
- Other tasks assigned by Supervisor