

Graphics, Marketing & Communication Assistant

Melchers is a diversified international trading group based in Germany with a historic focus on Greater China. Our presence in Hong Kong dates back to 1866 and since then we have developed considerable experience in doing business in the Greater China region. Our current focus is on marketing and distribution for a wide range of industrial and consumer products and industrial materials in the region and on sourcing industrial and consumer products for European customers. The group has an extensive network of offices in Greater China and throughout Asia to support our business.

YOUR TASKS:

- Creation of graphics and texts for the digital corporate image
- Development and evolution of digital marketing strategies
- Creation of digital marketing campaigns
- Monitoring and evaluation of social media performance
- Research activities

REQUIREMENTS PROFILE:

- You are a communicative character with enthusiasm for modern media and design
- You enjoy creating work and are familiar with MS-Office
- You have a high degree of initiative and can work independently
- Accuracy, diligence and reliability are a matter of course for you
- You show readiness for action and have a quick grasp of things
- You have a good command of spoken and written English

BENEFITS:

- Insights into the exciting world of corporate communication
- Confidence and independent work with flat hierarchies
- Flexible working hours
- Exciting tasks from day one
- An intensive learning curve and openness to your ideas
- Varied, challenging tasks in a nice team with exciting projects
- Collaboration with our colleagues in other countries and the opportunity to network internationally
- A corporate culture that supports every employee to become better every day

DETAILS:

- Contract duration: 6 months, extension possible
- Expected start date: on or after 1 May 2021
- Salary: negotiable
- Type of position: full-time
- Candidate must be fresh graduate in 2020 or 2021