



<https://eight-id.com/job-offer-offres-emplois/marcom-assistant-2/>

## Marketing Communications Assistant

### Description

**EIGHT** is a digital agency that combines **creativity, strategy, solutions,** and **technology** to empower businesses in achieving digital success. With offices in **France, Switzerland, Spain, and Morocco**, we operate across diverse markets to deliver impactful solutions. We support small, medium, and large companies to improve their digital strategy and increase their visibility by optimizing their internal processes and securing their information systems.

**EIGHT** values creativity, curiosity, and ambition to drive digital innovation. Join us and become part of a dynamic and multicultural environment where fresh ideas are celebrated and empowered to achieve results.

### Responsabilités

With the growing demand for **EIGHT's** services, we are seeking an ambitious **Marketing Communications Assistant** who is eager to learn and grow within the marketing industry.

In this role, you will play a key part in supporting our Marketing and Communications team, contributing to the creation and execution of marketing strategies and communication initiatives.

**Candidates with prior experience in a Communications role will be given preference.**

Your tasks will be:

- Create and manage content for communication channels and social media platforms (primarily in English).
- Monitor and analyze digital performance metrics (KPIs) to optimize strategies.
- Assist in managing advertising campaigns (Google Ads, social media ads).
- Support the planning and execution of events such as webinars, trade shows, and conferences.
- Collaborate with vendors to produce high-quality communication materials (graphics, videos, etc.).
- Participate in market research and competitive analysis to inform marketing strategies.
- Develop internal communication documents and presentation materials.
- Collaborate on special projects with the marketing and creative teams.

### Qualifications

- Working or studying in **Communications, Marketing, or a related field.**
- Excellent written, proofreading, and editing skills in English (French proficiency is an advantage).
- Experience in managing different communication channels with a solid understanding of digital MarCom trends.
- Strong grasp of social media analytics and media monitoring.

### Organisme employeur

EIGHT Vietnam

### Date de début du poste

01/12/2024

### Durée du contrat

3 mois

### Secteur

Marketing and communications

### Date de publication

novembre 20, 2024

### Valide jusqu'au

30.11.2024

- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, etc.).
- Knowledge of tools like Canva, Adobe Suite, Google Analytics, and social media platforms is a plus.

Personal qualities:

- Creative and curious, with a strong willingness to learn.
- Excellent organizational skills and attention to detail.
- Strong interpersonal skills with the ability to manage multiple projects simultaneously.
- Team-oriented mindset and adaptability in a fast-paced environment.

### **Avantages du poste**

- Work on exciting, varied projects with cutting-edge technologies.
- Tackle MarCom projects for different markets worldwide, including Europe, Asia, the Middle East, the Americas, and Australia.
- Be part of a passionate and dynamic team that values collaboration and innovation.
- Enjoy opportunities for growth and learning in a supportive environment.

### **Contacts**

Applications must include a covering letter of no more than one page and a full curriculum vitae with your portfolio.

**Note:** Only shortlisted candidates will be contacted. If you do not hear from us within three weeks, please consider that your application has not been selected.