

# Marketing Assistant

<b>Employment Mode</b>	Part Time/ Internship
<b>Required Working Experiences/ Education</b>	< 3 years High Diploma/ Associate Degree/ Bachelor
<b>Skill &amp; Requirements</b>	<ul style="list-style-type: none"><li>• Bachelor's degree (or currently studying in Languages, Marketing, Communication or Journalism)</li><li>• Possess good research skills with accuracy and attention to detail</li><li>• Possess excellent command of both written and spoken English and Chinese, with writing, editing and proofreading skills</li><li>• Music Lover is a big plus!</li></ul>
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Responsible for drafting marketing messages for community</li><li>• Responsible for writing corporate messages when there is an event hosted by the company</li><li>• Assist to draft Policy &amp; Procedure</li><li>• Excellent opportunity to work with start-up Founders and being part of a growing team</li></ul> <p>Other Benefits:</p> <ul style="list-style-type: none"><li>• Flexible working hours</li><li>• Fun and great team! Flat company structure and working directly with Founders</li><li>• On the job training and coaching by certified technical leaders in Web, Mobile &amp; Cloud technologies</li><li>• All hard work will be delivered to millions music lovers globally</li></ul>
<b>Working Location</b>	Shatin (Science Park)
<b>Contact emails</b>	careers@taptab.io

