

[Marketing Assistant]

Kaigo Co., Ltd. Is an Exhibition, convention and event expert based in Taiwan. We give our employees a great environment for innovation and maximizing ones potential while providing the highest quality of results for their clients and visitors.

Job Description: A marketing assistant that provides operational and administrative assistance to event leader. The specific job is for a local event focused on growing the subcultures of Taiwan. These subcultures include craft beverages, international foods, and local bands. You will need to be able to assist the event leader in tasks related to social media marketing, influencer marketing, and media business partnerships as well as to assist in coordinating official partnership agreements.

- We offer all the basics needed to succeed in this job.
- No prior work experience is needed, we will be more than happy to assist you in any of the jobs you will be assigned to. You will be able to freely discuss any topics that you might have a lack of understanding in together with your event leader.

Requirements:

- A good understanding in Microsoft Office programs (Word, Excel, and PowerPoint).
- Adobe illustrator (would be a plus but not necessary).
- Organized
- Meets deadlines
- Good at Multi-Tasking
- Chinese Language Level: Fluent 10/10
- English Language Level: Good 7/10

Responsibilities:

- Social media posts management.
- Influencer relationship management.
- Data Collection for potential target groups.
- Media barter cooperation development.

The Location: 10491 台北市中山區德惠街 9 號 8 號樓之 3