



CREATIVE INFOSOLUTIONS INC

16/F 139 Corporate Center, 139 Valero st. Makati City



JOB TITLE	MARKETING ASSISTANT
DEPARTMENT	SALES DEPARTMENT
LOCATION	MAKATI CITY
DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none">• Responsible for all Marketing/promoting and driving the sales of the company.• Supports sales presentations by assembling quotations, proposals, videos, slides, demonstration and product capability booklets; compiling account and competitor analysis.• Helps in facilitating and hosting the company's related events.• The marketing assistant will be required to help write and design marketing materials, which include but are not limited to articles, presentations, brochures, press releases, and help with website organization and updates.	
QUALIFICATIONS	
<ul style="list-style-type: none">• Candidate must possess at least a bachelor's degree in Business Studies, Administration, Management, Mass Communication, Marketing, Commerce, or equivalent.• At least one (1) year of working experience.• Working experience in a related field is an advantage.• Fresh Graduates are welcome to apply.	

If interested, kindly contact hr@creative.com.ph