

## Marketing Assistant/ Marketing Coordinator

Location: Hanoi, Vietnam.

Report to: Regional Marketing Executive

Blacksheep is a fast-growing international science and technology company – a great place to develop your career in Vietnam. Focusing on development of world leading products for high growth markets, the company designs, develops and manufactures truly innovative products in Vietnam. Our projects in Vietnam range from high power electric motorbikes to medical machines, and our products are used for many scientific applications including biology, chemistry, biotech research, material sciences and scientific discovery and all need to follow ISO standards appropriate for the resulting products.

Our objective is the intention of pioneering the development of Vietnamese designed, developed, manufactured, and marketed cutting edge products with world leading performance and quality to be sold in global markets. We are looking for highly energetic, men and women to join us to drive Vietnamese engineered products to the world.

### Main tasks:

The main responsibilities of the Marketing Assistant/ Marketing Coordinator are to assist Marketing Executives in managing and executing marketing activities to ensure business goals are met.

Your typical duties include but not limited to:

- Assisting in event marketing including:
  - Identifying and selecting relevant events and workshop locations with input from Product and Sales Teams,
  - Identifying crew and making sure they are prepared and understand objectives,
  - Ensuring the right equipment and collateral is at each event,
  - Leading all promotional activity for each event.
- Assisting in digital marketing including.
- Assisting in planning, producing and managing marketing materials, assets and tools.
- Identifying and justifying new marketing opportunities to enhance the competitiveness of the brand.

- Providing administrative support.
- Any other tasks assigned by line manager.

**Required skills and capabilities:**

- Bachelor's degree in Economics, Finance, Banking, Marketing or Business.
- 1+ years of experience in similar role. (Fresh graduate can be considered).
- Proficient in English.
- Knowledge of and experience with marketing like social media, advertising, events, ...
- Strong computer skills, including MS Office applications, database information.
- Well-developed interpersonal, communication, the ability to judge competing priorities.
- Ability to work efficiently within a team or independently without supervision.
- Willingness to accept challenges and learn new things.

**Benefit:**

- Opportunity to work in an international, friendly, creative, and active environment.
- Opportunity to approach most advanced technology in the world.

If you would like to apply for this position, please email your covering letter addressing each of the job requirements and CV to:

**admin@blacksheepower.com** the attention of **Ms Giang Nguyen, Operations Director**

We are an equal opportunities employer, and we would encourage woman to apply for the engineering job.

We look forward to hearing from you!

**Blacksheep Vietnam Co., Ltd.**