

## **Job Description : Chinese Coordinator**

- Create and manage content marketing strategies and social media presences.
- Innovate and present new marketing platforms and strategies.
- Forecast marketing campaign growth and ROI for marketing campaigns.
- Manage email and social media marketing campaigns.
- Manage with multimedia team to create unique and engaging content.
- Develop and manage projects and team members including delegating tasks, reviewing team member work, adhering closely to deadlines and to budget, developing and revising ideas, and implementing projects.
- Keep abreast of new social media sites, web technologies, and digital marketing trends; implement these new technologies in developing campaigns and update current campaigns to include new information.
- Translation Chinese-Thai and/or Thai-Chinese
- Prepare confidential documents
- Other duties as assigned

### **Qualifications/Experience**

- Chinese nationality.
- Bachelor's Degree in related fields.
- Must have experience in coordination or relation with school at China and good knowledge in exchange student between Thai – China.
- Male / Female, 28-35 years old.
- Native Chinese Speaker and Fluent in spoken and written English Language.
- Background in international school is preferred.
- Knowledge of organizational practices.
- Skill in organizing and prioritizing work activities.
- Ability to establish and maintain effective working relationships.
- Skill in written and verbal communication.

An attractive remuneration will be offered to successful candidates. Please send your resume and a recent photograph to : Click APPLY NOW for submit your application

or contact ;

HR Department

Asia International Education Co., Ltd.

287 Royallee Building, Srinakarin Road, Huamak

Bangkapi Bangkok 10240

Tel : 02 102 6100