

## Détail de l'offre : Marketing & Communication Assistant

<b>Partenaire</b>	KEDGE Business School (Shanghai)
<b>Adresse</b>	xujiahui, Shanghai, Chine
<b>Ville</b>	Shanghai
<b>Référence</b>	21D1627874935
<b>Titre</b>	Marketing & Communication Assistant
<b>Description du poste</b>	<p>What you will learn?</p> <p>You would have an overall idea of digital marketing and practice the skills especially in social media marketing.</p> <p>You would also be trained in soft skills, e.g. interpersonal communication skills.</p> <p>Main responsibilities:</p> <p>01 Communication</p> <p>Edit &amp; translate the copy-writings for communication on KEDGE social media platforms (wechats, weibo, mini program, etc.)</p> <p>Prepare communication materials with the help of design agency, to ensure support to sales teams and for branding, including but not limited to brochures, posters, booklets, kakemonos, etc.</p> <p>02 Social Media:</p> <p>Create and deliver appropriate digital content on KEDGE social media platforms.</p> <p>Follow the daily wechat/weibo edition by cooperating with external agencies, and guarantee the quality.</p> <p>Optimize the performance of KEDGE social media platforms: followers/reads/goods increase, etc.</p> <p>Prepare relevant marketing reports/plans.</p> <p>To explore other digital platforms.</p> <p>03 Website</p> <p>Update the news/articles/banners on KEDGE Chinese website.</p> <p>Follow the Chinese website revamping.</p> <p>Optimize the Chinese website performance by referring to the SEO&amp;SEM data.</p> <p>04 Others</p> <p>Support activities organization if necessary, such as alumni networking events, workshops, seminars, etc.</p> <p>Make short videos.</p> <p>Other ad-hoc tasks.</p>
<b>Type de contrat</b>	Emploi
<b>Métier</b>	Communication / Création
<b>Description de la société</b>	<p>On July 1st, 2013, KEDGE Business School was born out of the merger of BEM-Bordeaux Management School and Marseille-based Euromed Management, two leading French business schools with the highly coveted triple-crown accreditation "EQUIS / AMBA / AACSB".</p> <p>KEDGE Business School is committed to creating new modes of teaching and personal development programmes, connecting and strengthening its global community (70,000 alumni worldwide) and promoting responsible management practices. This approach is encapsulated by our brand signature:</p> <p>In China, KEDGE BS has offered bachelor and executive programmes since 2002 in partnerships with top Chinese universities:</p> <p>Renmin University at its Suzhou campus for bachelor programmes,</p> <p>Shanghai Jiao Tong University for its MBA programme (2020 Financial Times ranking 41st),</p> <p>China Central Academy of Arts on the Sino-French institute in Shanghai.</p>
<b>Localisation</b>	📍 Shanghai
<b>Pays</b>	Chine

Profil recherché	<p>Bachelor Degree or above, Master preferred. Major in French/English, journalism, marketing, communications or other related subjects is preferred.</p> <p>Previous experience in digital marketing (social media, SEO&amp;SEM, etc.) or education field is a plus.</p> <p>Good skills of copy-writing is a plus.</p> <p>Strong interpersonal and communication skills, creative, open-minded and reliable.</p> <p>Flexible in accommodating ad-hoc tasks.</p> <p>Work both independently but also a good team player; be able to meet tight deadlines.</p> <p>Good command of oral and written English and Chinese, French a good plus.</p> <p>Good knowledge of video-making is highly preferred.</p> <p>Good knowledge in using MS Excel, MS Word and MS Power Point.</p>
<b>Expérience</b>	Débutant (-3 ans)
<b>Secteur</b>	Formation et Enseignement
<b>Langues</b>	Anglais