



Overview

Current Situation:

- Many companies don't realise how important it is to sell their jobs
- With copywriting, job postings get 30% increase in applications, on average

What Glints tries to do:

- We want to help you sell your jobs better and get more applications, so that you have more quality talent to choose from and can hire faster.
- Our mission is to help companies, like you, build successful teams. By helping you to sell your opportunities better, we help you to increase your brand awareness and better engage candidates.
- This document hopes to share with you our best practices on selling job opportunities

How to use this document:

1. Choose the templates that best fit your company
 - a. Company Description Template: Pick statements that best describe your company, team and culture
 - b. Job Description Template: Pick templates of the job role you are hiring
2. Fill in the blanks: The blanks are meant for you to customise so that your job postings appear unique to your company
3. Copy and Adapt: As much as we appreciate you using our templates, we hope you adapt them and add in your own unique elements to differentiate your job posting.

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What a Job Description Should Look Like

The Opportunity

Our Mission

At Glints, we are building THE #1 career discovery and development platform for young professionals. Our mission is to help young professionals discover careers they love and to help organizations hire this pool of passionate talent to achieve their missions. So far, we've touched over 200,000 lives, but we are just getting started. There's a long way to go, and we need more relentless souls to join us on our journey to build something great

Our Team

We don't just play to play. We play to win. While there's gonna be lots of fun and laughter, there's gonna be a lot of hard work too. We have flexible hours i.e. it's definitely not a 9-5 job. Building something great is never easy, so only those with grit and determination will survive.

About The Role

Companies grow and achieve their mission only with the right talent. If you're comfortable working with both companies and candidates, this is a maximally fulfilling role as you change the growth trajectories of companies and lives of candidates by helping them find each other.

What You Will Learn

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If you can thrive in the uncertain and fast-paced nature of a startup, you will have an exponential learning curve. You will wear different hats and enjoy the thrill of building things from scratch.

Some things you will learn:

- Persuasion and influence techniques
- Prospecting clients
- Closing sales
- Technical recruiting
- Resourceful ways to find talent
- Enterprise sales

Job Description

- Coordinating the recruitment process from start to finish from client acquisition and candidates' onboarding
- Supporting and updating your candidates and clients through the whole interview process, offer stage and onboarding as a continuous process
- Business development to acquire new client relationships
- Account management with existing clients
- Understand different clients' hiring needs and then source and recommend the suitable talent profiles for them accordingly
- Source for potential and specific candidates
- Creating and managing talent pipeline by leveraging internal and external networks.
- Keeping dozens of hiring processes on track simultaneously - including providing guidance, gathering feedback and pushing the recruitment processes forward
- Prep candidates for interviews

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- Track data, improving processes and providing feedback to the team that will make the marketplace and recruiting process more efficient

Requirements

- Strong business development capabilities to value add to the team and the business
- Comfortable with fast-paced changes, uncertainties & challenges of a startup environment
- We are an in-office culture. Flexibility is fine, but most people in our business team work Monday – Friday 9–6 and are available on weekends when need be to support candidate needs (but we won't abuse your weekends)
- Adaptable and comfortable with uncertainty: You will be working in a startup environment that is rapidly changing and iterating
- An ability work well on their own and within a team
- 1–2 years experiences working within people facing roles such as 360 recruiting, talent acquisition, sales or related experience preferred but not necessary
- Previous experience working in a startup environment would be an added advantage

Company Description Templates

About your company

We know that __ *(need/want)* __ matters to you. We know that most of us spend most of our lives __ *(problem statement)* __ so we understand how important it is to help you __ *(company service)* __.

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__ (company name) __ is a venture funded startup based in __ (location) __. We help __ (mission) __. We are passionate about __ (industry) __ and in the process, helping millions of individuals across the region __ (mission) __.

We are the leading __ (industry) __, enabling individuals, families and businesses to __ (problem statement) __.

__ (company name) __ is on a mission to change the way __ (problem issue) __ are delivered in South East Asia. We make it easy for customers to __ (problem issue) __, while also providing __ (company product/service) __. We believe in providing new and smarter ways for __ (problem statement) __.

We're Asia's awesomest __ (industry) __ company. We're obsessed with __ (company value) __.

__ (company name) __ is set to roundhouse-kick the __ (problem statement) __ status quo and give people what they've always craved - __ (product/service) __. The ability to __ (need/want) __ whatever they want, as much as they want, at an unbelievably low price, with no-strings-attached... wherever, whenever!

We believe that __ (need/want) __ should be simple. So much so that when we as __ (industry role) __ found out what a huge pain it was to provide __ (product/service) __, we almost gave up. We searched high and low for a simple-to-use solution to no avail and decided in the end to build one ourselves. Turns out, __ (target audience) __ all over the world feel the same. Our solution today is used by brands all over the world. Since launching in __ (location) __, we have facilitated over __ (xx) __ million worth of transactions to date.

We are a happy bunch who build teams on friendships and are ever willing to help colleagues and friends in need. As long as you are what we deem "steady", we are confident you will be a great addition to the team.

Technology does not start a revolution. People do.

At __ (company name) __, we firmly believe that exceptional teamwork makes dream work. As a tight-knit team full of passionate, curious, and remarkable people, we're devoted to a culture that cultivates, and work that works. Essentially, we are a culture of dreamers and doers, whose philosophy is "If it can be done, we can do it."

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Your Team and Management Style

We are a diverse team spread over several countries, but with our head office in __(*location*)__. We believe in recruiting and retaining only the best. Joining our team means you will be working alongside, and learning from the best in the __(*industry*)__ industry.

Our success stems from hiring the best people and keeping them happy and motivated. In addition to the challenging, exciting work, we offer above industry-average remuneration and encourage a healthy work-life balance.

We're a company that empowers people. Instead of rules, we have the six company values to let you do what you do best. You're free to be passionate, innovate, collaborate, live a life of integrity, care for those you work with, and delight our customers.

You'll find that we don't have the usual barriers between bosses and other staff. At __(*company name*)__, you sit in the same kind of chair as company directors. You could also be playing pool with upper management in the R&R room!

Company Culture

We are a small family of dreamers, driven by the same vision: to bring on positive changes to the __(*industry*)__ industry.

As a team, our strength lies into our diversity of backgrounds, interests and cultures. We work in an open office environment, which fosters interactions and fast paced decisions.

We favor ability and a can-do mindset over experience and degrees.

So, if you are ...

- tired of corporate jobs and want to go maverick

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- a go-getter and usually says "I'll do it!"
- in a habit of learning new things

Drop everything and apply now because we're expanding our family!

It's really the people that make __(*company name*)__ the kind of company it is. We hire people who are smart and determined, and we favor ability over experience. Although all of us share common goals and visions for the company, we hail from all walks of life and speak dozens of languages, reflecting the global audience that we serve. And when not at work, we pursue interests ranging from cycling to beekeeping, from frisbee to foxtrot.

At __(*company name*)__, we value teamwork above individual glory, we favour ability over experience and as a startup we cherish a great can do attitude over all else. As we grow we strive to maintain the open culture often associated with startups, each team member is a hands on contributor to our growth with direct access to the senior team and founder. Our office though relatively small and simple (for now), was designed with team interaction in mind to promote conversations not just about work but play as well. As we believe our culture expands and grows with each new member, we look forward to hearing how your values will enrich ours.

At our core, we're a collective of movers and shakers. We aren't a company whose end deliverable is simply to be profitable. Neither are we a company that merely executes someone else's vision. We enhance the quality of life while creating value for customers, associates, investors, and ecosystem partners. Our mission is to serve our clients by delivering high quality management and investment consulting advice, products and services.

We are a tight-knit family of dreamers who are pushing together to make this dream succeed. We fight together, we fall together, and we eat ice cream together. Our vision lies in our motto - __(*motto*)__ This is the attitude that we want to impart: to never limit yourself!

At __(*company name*)__, we understand that exceptional service to our clients begins - and ends - with exceptional regard for our people.

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Because at its core, our business is not about numbers or spreadsheets, but about people working with, for, and in service of others. In short, relationships matter at __(*company name*)__.

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Job Description Templates

Business Development / Sales

Business Development Manager

The Opportunity

a)

- You have a fire in your belly, and you can't wait to go to the frontline every day. You know how to persuade people and are willing to go the extra mile to achieve goals.
- We are looking for a people's person who is not only comfortable with striking a conversation with strangers, but also one who has wits and charm.
- If you're looking to build valuable connections and be exposed to the business culture across diverse cultures, this could be the perfect role for you!

b)

- The idea of sitting at a desk from 9-5 bores you. You crave for an experience that allows you meet others and interact because you are built to connect.
- __(*company name*)__ is looking for an exceptional negotiator with excellent persuasion skills. We need a capable frontrunner to blaze the trail and make connections for us.
- If you're driven, outgoing and love to win, this is the job that you are looking for.

c)

- __(*company name*)__ is looking for their next Business Development Manager to __(*main responsibility*)__. If you thrive in challenging and dynamic environments, and are _____, _____ and _____ (traits), read on as this is the opportunity you're looking for.
- At __(*company name*)__, you are the superstar who brings food to the table for the company. Your main tasks involve _____ and _____ (*big responsibilities*). You are the vessel who ships our products/services to our clients. Without you, our product/service reaches no market.

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What You'll Learn

- Market & financial / budget analysis
 - Be exposed to data-driven strategies and decision making, as you work with limited resources. Gain insights into how you can make sense of your financial analysis and budgeting, and translating it into your team's overall business strategies.
- Manage a Team
 - Oversee the activities of workers; hire, train and evaluate new employees; and ensure that a company or department is on track to meet its financial goals
- Gain insight into the wide-range of operational elements in the _____ industry
 - Be exposed to technical areas as you work alongside technical experts to structure deals for clients
 - Learn to work with the latest innovations and technologies as you manage your sales funnels and relationships

Job Description

- Sales Strategy
 - Develop an end-to-end sales strategy; lead generation, prospecting, closing, follow-up, after sales etc.
 - Manage and structure incentive program to motivate sales team to hit targets
 - Develop and enforce sales policies
 - Manage sales process and perform planning, analysis, forecasting and reporting of sales activities
- Lead Management and Closing Deals
 - Generate new business leads and opportunities through emails, cold-calling, networking, etc

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- Analyse and conduct research regularly on industry, market and competitors to stay updated on latest happenings
 - Identify, develop, and execute new strategies for business growth
 - Prepare sales pitches and proposals, and follow up with leads
 - Develops and refines negotiation and pitching strategies by keeping up to date with best practices
 - Identify client's challenges, business needs and objectives to structure proposals
 - Propose recommendations for structuring a well defined partnership deal for clients
- Maintain Strong Client Relationships
 - Manage, adapt, and overcome any challenges that arise concerning services or programmes provided
 - Establish and maintain relationships with potential and existing clients

Requirements

- Years of experience
 - __ years of sales experience in business development
- Skills Required:
 - Exceptional and effective verbal and communication skills
 - Active listener and effective communicator
 - Experience in building a go-to-market sales strategy
 - Proven ability to execute and close business deals
- What we're looking for in you:
 - Desire to learn and adapt
 - Effective team player
 - Highly motivated and has an outgoing personality
 - Take ownership over your work
 - Organized and detail-oriented
 - Displayed ability to excel under pressure to hit sales targets

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Sales Operations

The Opportunity

a)

- You're crazy about checklists and have an obsession about getting things done. You're a fantastic team player and believe that the power of many trumps the ability of one.
- We're looking for a steadfast and capable individual to tackle the heavy lifting at our company. You play the vital role of supporting the sales team so that they can achieve their high targets.
- If you're highly energetic and driven and want to gain experience in both sales and operations, this could be the perfect role for you!

b)

- You're obsessed with keeping things running smoothly to ensure efficiency and effectiveness. You crave for an experience that challenges you day in and day out, and exposes you to multiple areas of the business.
- __ (company name) __ is looking for an exceptional leader with excellent coordination skills. We need an on-the-ball person to manage the operations of our sales team to ensure our sales team are well supported.
- If you're driven, outgoing and love to win, this is the job that you are looking for.

c)

- __ (company name) __ is looking for their next Sales Operations __ (role) __ to __ (main responsibility) __. If you thrive in challenging and dynamic environments, and are _____, _____ and _____ (traits), read on as this is the opportunity you're looking for.
- At __ (company name) __, you are at the intersection of product development, marketing and sales. You work closely with these teams to deliver a stellar client experience. Your main tasks involve _____ and _____ (big responsibilities).

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What You'll Learn

- Sharpen your sales management and operations skills
 - You'll learn how to design contacts that are a win-win for both our company and the client
 - Be exposed to the art of sales forecasting as you use data to evaluate and implement strategies and targets
 - Learn to use data to evaluate and determine the effectiveness of a product or campaign
- Develop your analytical and problem-solving skills
 - You'll learn to adapt to unexpected situations. You'll be at the forefront of the business, where you'll be making an impactful contribution to our company.
 - Get the opportunity to work with our business development leaders to tackle sales bottlenecks and implement new strategies
- Gain insight into the wide-range of operational elements in the _____ industry
 - Be exposed to technical areas as you work alongside technical experts to structure deals for clients
 - Learn to work with the latest innovations and technologies as you manage your sales funnels and relationships

Job Description

- Customer Service
 - Provide high level customer service and proactively develop and maintain strong customer relations
 - Conduct research, analysis or interviews for insights
 - Seek out sales opportunities and establish network with prospective customers
 - Follow-up on marketing leads and secure potential sales opportunities

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- Understand client requirements and objectives and provide feasible solutions
 - Schedule workflow to ensure smooth coordination between projects
 - Prepare presentations, proposals and quotations for customers
- Sales Processes
 - Develop sales strategies and initiatives
 - Manage and structure incentive program to motivate sales team to hit targets
 - Develop and enforce sales policies
 - Review work progress on weekly basis and prepare internal and external reports on project status
 - Manage sales process and perform planning, analysis, forecasting and reporting of sales activities
 - Regularly assess and review sales methodology and processes
- Training and Hiring
 - Establish hiring practices and standards for sales personnel recruitment
 - Involved in end-to-end hiring and training activities of sales development representatives
 - Provide and organise sales training for sales personnel
 - Direct and coordinate the operations of sales personnel

Requirements

- Years of experience
 - __ years of experience in sales
- Skills Required:
 - Has exceptional problem-solving skills: demonstrated ability to structure complex problems, develop solutions, and craft high-quality presentations.
 - Displayed ability to organize and prioritize tasks, activities and projects for timely completion

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- Prior experience in sales operations, business analytics or research roles (good to have)
 - Understanding of the software industry / SaaS sales and marketing models is a plus
 - Experience with a business intelligence tool and data visualisation
 - Proficient in Microsoft Office (especially excel)
 - Experience in inside sales, business development, lead generation, or customer service preferred
- What we're looking for in you:
 - Strong customer service and communication skills
 - Highly motivated individual with a positive attitude
 - Detail oriented, analytical, highly organised and able to manage multiple deadlines simultaneously.
 - Excellent skills in working cross functionality

Sales Executive

The Opportunity

a)

- You have a fire in your belly, and you can't wait to go to the frontline every day. You know how to persuade people and are willing to go the extra mile to achieve goals.
- Grit.Resourcefulness. Drive. These are the traits that we are looking for in our Sales Executive role.
- If you're looking to build valuable connections and to learn sales from an experienced company, this could be the perfect role for you!

b)

- The idea of sitting at a desk from 9-5 bores you. You crave for an experience that allows you meet others and interact because you are built to connect.
- __ (company name) __ is looking for an exceptional negotiator with excellent persuasion skills. - We're looking for that fire in you; that desire to win and win big,

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that hunger to have more, that determination to never back down. Up for the challenge?

c)

- __ (company name) __ is looking for their next Sales Executive to __ (main responsibility) __. If you thrive in an uncertain and dynamic environment, and wish to get thrown into the battlefield for that holistic learning experience, this is the job for you!

- At __ (company name) __, you are the superstar who brings food to the table for the company. You'll main tasks involve _____ and _____ (big responsibilities). You are the vessel who ships our products/services to our clients. Without you, our product/service reaches no market.

What You'll Learn

- Sharpen your business development skills
 - You'll learn how to identify business opportunities, structure proposals and close deals.
 - Be exposed to the art of maintaining fruitful relationships with clients
 - Learn to build and maintain a healthy sales funnel
- Build up & hone your negotiation and persuasion skills
 - You'll be meeting different people from all walks of life on a daily basis. Everyday will be a new opportunity for you to hone your negotiation and persuasion skills, and adapt them accordingly to the person you're communicating with.
 - From what you say, how you say it, and even your body language -- all of these things play a significant role in convincing clients why you and your team are right for the job.
- Learn about creative sales techniques from the best minds in the field
 - Work closely with the most resourceful people in the field and learn all about creative sales techniques. Find out what tools and practices they have managed to build for themselves so that they can manage a team and hit their targets.

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Job Description

- Lead Management & Client Pitching
 - Research & generate a clientele list
 - Build the client database and identify key contracts
 - Engage prospects through multiple channels to generate new sales leads
 - Regularly attend industry events, network and build industry relationships
 - Organise and make sales visits
 - Produce detailed proposals and presentation materials for client pitching
 - Pitch to clients about our company services and offerings
- Account Management
 - Sell company products and recommend solutions
 - To maintain client relationships by providing support and information.
 - To recommend new opportunities and improvements.
 - Assist Sales/Account Managers in sales activities such as preparing contracts and quotations
 - Collaborate with the Marketing team to structure service bundles
 - Always on top of industry trends, market activities, and competitors so as to identify new opportunities
- Administrative Duties
 - Ensure prompt response to enquiries/or resolution to customer complaints
 - Proactively maintain and enhance relationship with clients
 - Assist in meeting sales targets for the sales team
 - Maintain sales activity records and prepare sales reports

Requirements

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- Years of experience
 - __ years of experience in sales or client success
- Skills Required:
 - Exceptional written and verbal English communication skills
 - Strong management and communication skills
 - Computer savvy and proficient in powerpoint presentations
 - IT Knowledge required
 - Excellent salesmanship and networking skills
 - Competent in presentations and demonstrations Proven ability to achieve sales targets
- What we're looking for in you:
 - Strong customer orientation, dedication, and passion for delivering a great customer experience
 - Passionate about technology and strong desire to learn
 - Displays intellectual curiosity and the ability to handle ambiguity
 - Ability to convey information clearly and analyze customer requirements as needed to help customer make buying decisions
 - Highly energetic, positive attitude with the ability to take initiative
 - Tenacious and goal-oriented
 - Business acumen with a problem-solving attitude
 - Discipline to conduct and manage sales cycle process from initial contact through to initial qualification
 - Collaborative and team oriented

Sales Development Representative

The Opportunity

a)

- You are a research machine. Because you understand your role as intelligence, you know the importance of getting the first interaction right. You're motivated to know your prospect thoroughly to secure the best first impression.

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- We are looking for a thorough and determined person who believes strongly in the quote: "failure to plan is planning to fail."
- If you're looking to build research skills and be exposed to how a company's sales engine works, this could be the perfect role for you!

b)

- __ (company name) __ is looking for an exceptional Sales Development Representative who is very focused, goal-oriented and great at research. You'll play an extremely crucial role in the company as the first point of contact with potential clients, supporting the sales team by taking these leads through the early stages of the sales pipeline.
- If you have high expectations of yourself, never let rejections weigh you down, this could be the job for you.

c)

- __ (company name) __ is looking for their next Sales Development Representative to __ (main responsibility) __. If you're are _____, _____ and _____ (traits), read on as this could be the opportunity for you.
- At __ (company name) __, you are the intelligence that our sales team depends entirely upon. Their success at hitting their targets relies heavily on the leads you provide them. Your main tasks involve _____ and _____ (big responsibilities).

What You'll Learn

- Sharpen your business development skills
 - You'll learn how to identify business opportunities, structure proposals and close deals.
 - Be exposed to the art of maintaining fruitful relationships with clients
 - Learn to build and maintain a healthy sales funnel
- Identify, manage and approach leads
 - Learn the art of lead qualification which is crucial in the sales and marketing of any company
- Time management & operations excellence

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- Aspire to be the best in what you do. At _____ (company name), you will learn how to excel in _____ in this time-critical sector. You will also challenge yourself to beat the clock in delivering the best solution in the quickest time possible!

Job Description

- Lead Generation & Management
 - Build client lists and identify key contracts
 - Actively respond to inbound emails and messaging
 - Regularly attend industry events, network and build industry relationships
 - Follow up on leads in timely manner and maintain an active pipeline of customers
 - Target and prioritize prospects within our CRM for re-engagement
 - Use chat tools to qualify prospects on our website
 - Do market and industry research to figure out pain points and potential opportunities
 - Be creative in nurturing a sales process to actively convert leads
- Support Sales Team
 - Support and develop the growth strategy for the team and manage day-to-day sales operations
 - Book meetings for qualified prospects with the sales team
 - Handle all client enquiries pre and post-purchase to ensure maximum customer satisfaction
 - Assist in developing an effective sales training program
 - Assist in refining the company's sales strategy and processes
 - Assist the sales and operational teams to implement best industry practices and knowledge
 - Provide on-site client support for major accounts/events
- Administrative Duties
 - Handle other sales-related administrative duties.
 - Data updating and tracking
 - Assist in payment processing

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Requirements

- Years of experience
 - __ years of experience in sales or client success
- Skills Required:
 - Exceptional written and verbal English communication skills
 - Experience in outbound sales
 - Strong management and communication skills
 - Prior experience in outbound/B2B sales
 - Affinity for software and knowledge of the software development process
 - An understanding of B2B software sales
- What we're looking for in you:
 - Strong customer orientation, dedication, and passion for delivering a great customer experience
 - Passionate about technology and strong desire to learn
 - Displays intellectual curiosity and the ability to handle ambiguity
 - Ability to convey information clearly and analyze customer requirements as needed to help customer make buying decisions
 - Highly energetic, positive attitude with the ability to take initiative
 - Tenacious and goal-oriented
 - Discipline to conduct and manage sales cycle process from initial contact through to initial qualification
 - Collaborative and team oriented

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Account Manager

The Opportunity

a) Are you good at listening and sharing? __ (Company Name) __ is looking for an ___ Account Manager/Executive ___ ready to take on service our clients. Join us if you have a knack for building strong relationships and managing expectations for business growth.

b) At __ (Company name) __, we understand that Account Managers play an important role to grow our customer base. We are looking for someone who is strong in communicating priorities and goals for businesses. If you listen more than you talk, and thrive on managing expectations with different parties, read on .

c) __ (Company name) __ is looking for a star Account Manager for its suite of esteemed clients. You'll ask key questions to learn what's going on in the market, delivering value internally and externally. You'll also get to manage a team of Account Executives to ensure satisfaction and achievement of business goals for our clients.

What You'll Learn

- Manage multiple clients and projects to attain business goals (*Role related*)
 - You'll be entrusted to find new businesses, deal with assigned prospects and given accounts to manage
 - You'll balance the expectations of clients and senior management
 - You'll communicate client needs to your internal stakeholders
- Gain strong project management and strategic planning skills (*Personal growth*)
 - You'll service multiple clients concurrently, meeting deadlines

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and expectations

- You'll resolve client issues in a timely and proactive manner
- Develop and be exposed to a range of skills to support sales and marketing business functions (*Industry related*)
- You'll represent internal stakeholders to market and sell their services to maximise client satisfaction.
- You'll be exposed to complementary business functions such as sales support, product design, service application, logistics, and marketing
- You'll train account executives under your charge and lead a team to strive towards business goals

Job responsibilities

- Champion an array of client relationship and corporate partnerships
 - Manage several accounts, develop and retain clients
 - Serve as trusted point of contact for business discussions
 - Communicate feedback from clients to senior staff
- Strengthen business targets through achievement of client and company goals
 - Generate sales for client accounts
 - Study and analyse market trends to provide inputs to the team and management
 - Forecast and track client account metrics
- Build relationships with new clients and manage productivity of the accounts team
 - Maintain or start business relationships with industry contacts
 - Collaborate with other business functions to provide excellent client advisory service
 - Identify opportunities to grow business relationships with existing clients
 - Manage, lead and train account executives to attain team goals

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Requirements

- Experience:
 - _____ years of experience in account management or partnerships management
 - Degree in Business, Marketing or any related field
- Skills Required:
 - Excellent verbal and written communication skills
 - Ability to lead and motivate a small team would be a plus
 - Proven track record of increasing value and business would be a bonus
 - Proficient with project management tools such as Asana and Basecamp
 - Strong customer focus
 - Experience in B2B sales
 - Experience with solution-based selling skill sets
- What we're looking for in you:
 - Responsibility to take ownership in multiple projects
 - Ability to build excellent relationships and quickly gain trust of clients and partners
 - Strong communication skills to liaise with marketing team and external vendors
 - Ability to work well under pressure in a result-oriented environment
 - Ability to prioritize and manage multiple projects and deadlines
 - Highly organised, independent and meticulous team player
 - Willing to go the extra mile to get the job done

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Marketing

Marketing Manager

The Opportunity

A.

- You love putting ideas out and transforming them into reality. You believe that the success of companies largely ties to a strong marketing team and strategy.
- If this sounds like you, this may be the ideal job that you have been looking for. Join us as a Marketing Manager and get the opportunity to contribute to our fast growing brand.
- As the Marketing Manager at _____ (company's name), you will be responsible for the ideation and implementation of marketing strategies to promote _____ (company's products and services).

B.

- If marketing runs in your blood, you have landed at the right page!
- We are looking out for a creative, passionate and experienced Marketer Manager to join our dynamic marketing team. We need a social media expert who is familiar with the latest trends, to execute innovative and strong campaigns and strategies.
- If you love coming up with out-of-the-box ideas and you're not afraid to fail, this might just be the job for you.

C.

- _____ (company's name) is looking for a capable Marketing Manager to develop and execute our digital campaigns to target ____ (target audience). If you have a flair for storytelling and would love to craft exciting content across multiple channels to drive reach and engagement, this is the opportunity that you are looking for.
- At _____ (company's name), you are the magician that enlightens and creates awareness of our products and services for our target audience. Without you, we might very well be a myth.

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- As the face and voice of _____ (company's name), your main tasks involves _____ and _____ (main responsibilities).

What You'll Learn

Develop your repertoire of branding and marketing strategies

- If you have always wanted to learn about brand development strategies, _____ (company name)'s marketing team will lend insight into the intricacies of the process. As our Marketing Manager, you'll learn about implementing marketing strategies from the most resourceful people in the field. You'll experience the excitement behind every campaign and event as you play a role in the entire process from conceptualisation to execution.

Build up & hone your communication skills

- Strong communication skills are an asset in many fields, especially marketing. As a Marketing Manager, you'll be given the opportunity to drive up our clients' social media presence and brand reputation, and even learn how to effectively pitch your ideas to them. Elevate your communication skills to give yourself that competitive edge!.

Expand your range of digital marketing skills

- As we all know, in this day and age where technology is at the forefront of any successful businesses operations, Digital Marketing is an up-and-coming field that's increasingly sought after by both Talent, like yourself, and employers. And the best way for you to get ahead is to ensure you have a variety of skills in this area, where employers wouldn't be able to resist you. Here at _____, you'll work closely with our Marketing team, where you'll have many opportunities to hone your skills in _____, _____, and _____ as you plan, develop, and execute _____ campaigns / strategies.

Job Description

Marketing Strategies

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- Develop, implement and execute strategic marketing plans
- Determine budget and targets and design marketing plans to achieve them
- Conduct research such as user testing and surveys to find out the needs and wants of the target audience
- Identify pain points of the consumer and the opportunities that the company can fill

Branding and Positioning

- Build a broad set of marketing assets to support the creation of a brand
- Work with branding and marketing agencies to create strategies
- Executing and / or supervising the execution of such strategies alongside such agencies

General

- Recommend, plan, and execute company-wide marketing strategies
- Engage and grow our online audience through our social media platforms
- Preparation of media kits and marketing communication materials for distribution through various channels
- Monitor, analyse and optimise our marketing efforts
- Create content for press releases, articles, and graphics as and when is needed
- Track, measure, and analyze all initiatives to report on social media ROI

Requirements

Years of Experience

- __ years experience in related areas

Skills

- Highly creative and has experience in running digital and offline campaigns
- Demonstrated understanding in identifying target audiences
- Displays a relentless attitude when it comes to experimentation and A/B testing
- Intimate understanding of traditional and emerging marketing channels

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and tools

- Experience in setting up and optimizing Google Adwords campaigns
- Has graphic design skills (e.g., Adobe Photoshop, Canva)

Personality

- Strong analytical skills and data-driven thinking
- Has an appreciation for marketing campaigns and is highly creative
- Displayed strong written communication skills
- Keen interest in business and consumer behaviour
- Familiar with latest digital platforms and technologies, and social media trends
- A good team player with excellent communication and interpersonal skills

Digital Marketer

The Opportunity

A.

- You love putting ideas out and transforming them into reality. You believe that the success of companies largely ties to a strong marketing team and strategy.

- If this sounds like you, this may be the ideal job that you have been looking for.

Join us as a digital marketer and get the opportunity to contribute to our fast growing brand.

- As a digital marketer at ____ (company's name) you will be responsible for the ideation and implementation of marketing strategies to promote ____ (company's products and services).

B.

- If digital marketing runs in your blood, you have landed at the right page!

- We are looking out for a creative, hardworking and passionate digital marketer to join our dynamic marketing team. We need a social media expert who is familiar with the latest trends, to execute innovative and strong campaigns and strategies.

- If you love coming up with out-of-the-box ideas and you're not afraid to fail, this might just be the job for you.

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C.

- _____ (company's name) is looking for a capable digital marketer to develop and execute our digital campaigns to target our ____ (target audience). If you have a flair for storytelling and would love to craft exciting content on our social media platforms to drive reach and engagement, this is the opportunity that you are looking for.
- At _____ (company's name), you are the magician that enlightens and creates awareness of our products and services for our target audience. Without you, we might very well be a myth.
- As the face and voice of _____ (company's name), your main tasks involves _____ and _____ (main responsibilities).

What You'll Learn

Market & financial / budget analysis

- Be exposed to data-driven strategies and decision making, as you work with limited resources. Gain insights into how you can make sense of your financial analysis and budgeting, and translating it into your team's overall business strategies.

Manage a Team

- Oversee the activities of workers; hire, train and evaluate new employees; and ensure that a company or department is on track to meet its financial goals

Gain insight into the wide-range of operational elements in the _____ industry

- Be exposed to technical areas as you work alongside technical experts to structure deals for clients
- Learn to work with the latest innovations and technologies as you manage your sales funnels and relationships

Job Description

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Building, handling and managing of company's social media accounts

- Creating content for website and social media accounts including graphics, blogs or videos
- Increase traffic flow to company pages
- Develop SEO and PPC strategies

Initiating and maintaining community interaction

- Explore ways to engage and interact with the community while providing them with a personalized experience
- Ensure timely responses to public queries
- Build personal relationships and help to bring together like-minded people

Run regular social promotions and campaigns and track their success

- Brainstorm and execute digital marketing campaigns including SEO/SEM
- Evaluate performance of digital marketing campaigns and assess them base on ROIs and KPIs
- Keep abreast of latest social media sites and trends or latest technologies

Requirements

Years of experience

- __ years of sales experience in digital marketing

Skills Required:

- Excellent written and communication skills
- Proficient in Adobe Creative Suite and Microsoft Office skills
- Knowledge of basic SEO/SEM
- Experience in content creation and management of social media platforms
- Good analytical and evaluation skills

What we're looking for in you:

- Desire to learn and innovate
- Ability to work independently
- Meticulous and have a flair for details
- Enthusiastic and fun-loving

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Content Marketer

The Opportunity

A.

- If you live and breathe the saying “content is king”, you’ve come to the right place. You love being creative and are always the one coming up with ideas, executing them to fruition.
- We’re looking for someone who loves writing, content creation and bonus points for designing, to bring our content strategy to the next level.
- You’ll get to work with designers, photographers, writers and other amazing creatives. If you’re looking to add color to our company’s marketing team, join us!

B.

- You’ve got ideas you want to share with the world, and you marvel at blogs and social media accounts with attractive, clean design and writing.
- ___(company name)___ wants you – we need a content marketer who is ___(trait)___ and ___(trait)___! You’ll be the voice that bridges us with our readers and customers.
- At ___(company name)___, we’re fast-growing and dynamic, and if this sounds like you, read on!

C.

- ___(company name)___ is looking for a new ___(trait)___ Content Marketer! We need you to create content for our social media accounts, from ___(blog)___ to ___(social media page)___.
- As our Content Marketer, your role entails ___(job responsibility)___ and ___(job responsibility)___. If you’re someone who works well with others, self-driven and have a passion for creativity, this could be your calling!

What You'll Learn

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Strengthen your writing and content marketing skills (role related)

- You'll learn how to develop a strong content strategy to increase our company's presence
- Learn to write elegantly and adopt our company's stylistic guidelines
- Grow our company's audience on the blog

Develop your problem-solving skills and be a team player (Personal growth)

- You'll have the opportunity to create data-driven content marketing initiatives
- As you'll be collaborating closely with designs and other writers to improve the blog, you'd learn to be a better team player.

Learn the latest industry trends and technologies (Industry related)

- By working in our company, you'll be exposed to the latest industry trends.
- You'll also get the opportunity to work with other influencers in the industry

Job Description

Develop a content strategy and craft content

- Responsible for crafting content strategy, and executing the strategy
- Write long form content including blog articles, ebooks and webinars
- Drive traffic, engagement and garner leads for our company
- Create content that upholds our brand image, tone of voice and stylistic guidelines

Manage and optimize performance of content strategy

- Manage editorial calendar and workflows
- Distribute content on social media platforms
- Measure and optimize the performance of content marketing efforts

Collaborate closely with internal teams

- Collaborate closely with designers, product marketers, sales professionals and other content marketers to publish content

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Requirements

Years of experience

- __ years of experience as a Content Marketer

Skills Required:

- Experience in creating content for the web and growing an audience
- Proficiency in marketing automation softwares and content management systems such as Wordpress
- Ability to write persuasively and communicate your ideas to the reader
- Proficiency in web analytics and SEO to generate traffic and nurture leads
- HTML, CSS and design skills are a plus
- Bachelor Degree in Marketing, Journalism, Communications or relevant field

What we're looking for in you:

- Desire to learn new content marketing strategies and tactics
- Able to work independently and effectively in a team
- Be open to receiving constructive feedback
- Strong attention to detail, analytical and love solving problems
- Good verbal and written communication skills
- Ability to work in a fast-paced environment
- Excellent time and project management skills

Brand Marketer

The Opportunity

A.

- They say that first impressions matter and if that's something that you believe in, then the role of being a brand marketer is just for you.
- Brand marketers are responsible for promoting and developing a brand's image

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in the market. They help to drive marketing efforts that would directly affect the value and performance of a brand.

- If you are inspired by famous brands out there and you feel that brand marketing is something that you are passionate about, don't hesitate to apply for this brand marketing position at _____.

B.

- If you are excited about bringing a brand alive, then you should not miss this job opportunity! As a brand marketer at _____ (company name), you will get the opportunity to be the voice of our company. Yes, you'll play a contributing role in creating and bringing out the personality of our unique and exciting brand.

- If you are keen on taking on the challenge of creating a distinct identity and culture for our organization, then you might just be the ideal candidate that we are looking for!

C.

- At _____, we have a team of dedicated brand marketers that play an important role in contributing to our company's growth. Over the years, we have managed to _____ (insert examples of accomplishments) and _____ (examples of accomplishments).

- We're looking for a dedicated and talented addition to our team to help us grow our brand. If you thrive in challenging and dynamic environments, and are _____, _____ and _____ (traits), read on as this is the opportunity you're looking for.

What You'll Learn

Hone your analytical skills

-You'll learn to analyse the latest market trends and conduct consumer research

-You'll be able to determine areas of opportunities or improvement of our brand's product/service

-Establish performance of our brand against company's goals

Develop your Communication skills

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- Learn how to coordinate and collaborate with specialists like marketing managers
- Conduct briefings and trainings for sales personnel

Build your leadership skills

- Oversee brand strategies and activities
- Lead the creative development of brand strategies
- Take ownership and ensure that brand activities align consistently with company's mission and vision

Job Description

Oversee marketing campaigns

- Develop an effective and innovative brand plan and marketing strategy that will help to develop a strong brand presence and image
- Create a brand message that is enduring that will result in increased sales and market share

Strengthen brand message and presence in the market

- Monitor current competitors
- Analyse current market share and evaluate areas of opportunities and improvements
- Develop a brand strategy to elevate brand image

Collaborate with relevant stakeholders

- Work closely with different teams in the company to ensure brand consistency
- Coordinate with different suppliers that aligns with the brand message
- Manage external agencies and clients to boost market sales

Requirements

Years of experience

- ___ years of experience in brand marketing

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Skills required

- At least bachelor's degree in marketing
- Excellent verbal and written communication
- Strong research and analytical skills
- Up to date with latest trends and consumer behavior

What we're looking for in you

- Keen attitude to learn and improve
- Enthusiastic and passionate about our brand's mission
- Keen eye for detail
- Good time management and organisation skills
- Able to work independently and as a team
- Able to withstand tight deadlines and working under stress

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Software Engineering

Full Stack Developer

The Opportunity

A.

- You love building robust software on the back-end and front-end.
- We're looking for a Full-Stack Developer to build new features, improve on the current code, and implement UX/UI designs.
- If you're keen to strengthen your full-stack development skills, and work closely with our awesome team, read on!

B.

- Solving problems and implementing solutions fascinate you.
- That's exactly who we're looking for at __ (Our company) __. On top of that, you're driven, analytical and a team player.
- If you are looking for a key role in a fast growing company, find out more about this opportunity below!

C.

- We are looking for our next Full-Stack Developer to __ (*main responsibility*) __. If you thrive in challenging and dynamic environments, and are _____, _____ and _____ (traits), read on as this is the opportunity you're looking for.

Your main tasks involve _____ and _____ (*big responsibilities*). You'll also work closely with other developers, designers and product managers to create a strong user experience.

What You'll Learn

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Strengthen your full-stack programming skills

- You'll learn how to write clean code by adhering to our programming best practices and guidelines
- Improve on linking server-side logic with a better end-user experience
- Build a user-friendly interface
- Hone your skills in front-end and back-end programming languages

Develop your problem-solving skills and be a team player

- You'll have the opportunity to solve challenging problems with the other developers in the team
- As you'll be collaborating closely with designers, front-end developers and project managers to improve the user experience, you'd learn to be a better team player.

Learn the latest industry trends and technologies

- By working in our company, you'll be exposed to the latest industry trends.
- You'll also get the opportunity to work with the latest technologies.

Job Description

Participate in entire application lifecycle

- Build robust and scalable software in __ (fill in the programming language) __ by building new features, debugging and optimizing the application
- Write clean code to develop functional web applications on mobile and desktop
- Review and implement UX/UI designs
- Implementation of security and data protection
- Design and implementation of data storage solutions

Support internal improvements

- Build reusable code and libraries for future use
- Continuously improve your programming skills
- Develop and propose new products or features by monitoring the industry

Collaborate closely with internal teams

- Collaborate with other developers and designers to build user-friendly

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interfaces, and integrate it with server-side logic

- Work closely with the designers, product managers, and system administrators to identify and build new features
- Provide training and support to internal teams

Requirements

Years of experience

- __ years of experience as a Full-stack developer

Skills Required:

- Bachelor degree in Computer Science or equivalent experience
- Proficiency and experience in HTML, CSS and Javascript
- Proficiency in Javascript frameworks like AngularJS, React (depending on what your company uses)
- Knowledge of client-side scripting and JavaScript frameworks, including jQuery or Backbone.js
- Fundamental understanding of server-side CSS pre-processing platforms such as LESS and SASS
- Good understanding of asynchronous request handling, partial page updates, and AJAX
- Strong knowledge and experience in back-end programming language (depends on what your company is hiring for eg. Ruby / Python / PHP / Java etc.)
- Familiarity with database engine such as MySQL, SQL, SERVER
- Experience with Linux/Unix and server management
- Proficiency in code versioning tools such as Git
- Familiar with web hosting services such as AWS
- Knowledge of MVC architectures
- Experience in at least one CMS framework or web application framework

What we're looking for in you:

- Desire to learn and adapt to new technologies
- Able to work independently and effectively in a team
- Strong attention to detail, analytical and love solving problems

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- Good verbal and written communication skills
- Ability to work in a fast-paced environment
- Excellent time and project management skills

Front End Developer

The Opportunity

A.

- You love the intersection between the art of design and the art of programming.
- We're looking for a Front-End Web Developer to translate UI/UX design wireframes to code that will produce visual elements in our application.
- If you're keen to hone your front-end development skills, and work closely with designers, read on!

B.

- Writing elegant code, and working with cutting-edge technologies excite you.
- That's exactly who we're looking for at __ (Our company) __. On top of that, you're driven, analytical and a team player.
- If you are looking for a key role in a fast growing company, find out more about this opportunity below!

C.

- We are looking for our next front-end developer to __ (*main responsibility*) __. If you thrive in challenging and dynamic environments, and are _____, _____ and _____ (traits), read on as this is the opportunity you're looking for.
- Your main tasks involve _____ and _____ (*big responsibilities*). You'll also work closely with other developers, designers and product managers to create a strong user experience.

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What You'll Learn

Strengthen your front-end programming skills

- You'll learn how to write clean code by adhering to our programming best practices and guidelines
- Improve your coding skills to create a better end-user experience

Develop your problem-solving skills and be a team player

- You'll have the opportunity to solve challenging problems with the other developers in the team
- As you'll be collaborating closely with designers and back-end developers to improve the user experience, you'd learn to be a better team player.

Learn the latest industry trends and technologies

- By working in our company, you'll be exposed to the latest industry trends.
- You'll also get the opportunity to work with the latest technologies.

Job Description

Implementing and creating web designs

- Develop user-facing interfaces by writing code to implement these visual elements
- Review, and implement UX/UI designs
- Create prototypes, mockups and staging sites for review and feedback

Optimizing web applications

- Optimize websites and applications for fast loading speed
- Design for mobile optimization
- Troubleshoot and solve various website issues and coding problems

Support internal improvements

- Build reusable code and libraries for future use
- Continuously improve your programming skills
- Develop and propose new products or features by monitoring user

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feedback

Requirements

Years of experience

- __ years of experience as a Front-end developer

Skills Required:

- Proficiency and experience in HTML, CSS and Javascript
- Proficiency in Javascript frameworks like AngularJS, React (depending on what your company uses)
- Knowledge of client-side scripting and JavaScript frameworks, including jQuery or Backbone.js
- Fundamental understanding of server-side CSS pre-processing platforms such as LESS and SASS
- Good understanding of asynchronous request handling, partial page updates, and AJAX
- Proficiency in code versioning tools such as Git
- Ability to implement web designs

What we're looking for in you:

- Desire to learn and adapt to new technologies
- A strong team player
- Detail-oriented, analytical and love solving problems
- Strong communication skills
- Ability to work in a fast-paced environment
- Excellent time and project management skills

Back End Developer

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The Opportunity

A.

- You're analytical and love creating solutions. To be specific, back-end programming solutions.
 - We are looking for an experienced back-end developer to join our team of developers to improve our existing product. You'll be responsible for the server side of our web applications
 - If you'd like to take up the challenge, and build a product using the latest technologies, read on.

B.

- Writing elegant code, and working with cutting-edge technologies excite you.
 - That's exactly who we're looking for at __ (Our company) __. On top of that, you're driven, analytical and a team player.
 - If you are looking for a key role in a fast growing company, find out more about this opportunity below!

C.

- We are looking for our next back-end developer to __ (main responsibility) __. If you thrive in challenging and dynamic environments, and are _____, _____ and _____ (traits), read on as this is the opportunity you're looking for.
- Your main tasks involve _____ and _____ (big responsibilities). You'll also work closely with other developers, designers and product managers to ensure system consistency and improve the product's user experience.

What You'll Learn

Strengthen your back-end programming skills

- You'll learn how to write clean code by adhering to our programming best practices and guidelines
- Improve on linking server-side logic with a better end-user experience

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Develop your problem-solving skills and be a team player

- You'll have the opportunity to solve challenging problems with the other developers in the team
- As you'll be collaborating closely with designers, front-end developers and project managers to improve the user experience, you'd learn to be a better team player.

Learn the latest industry trends and technologies

- By working in our company, you'll be exposed to the latest industry trends.
- You'll also get the opportunity to work with the latest technologies.

Job Description

Participate in entire application lifestyle

- Build robust and scalable software in __ (fill in the programming language) __ by building new features, debugging and optimizing the application
- Write clean code to develop functional web applications
- Implementation of security and data protection
- Design and implementation of data storage solutions

Support internal improvements

- Build reusable code and libraries for future use
- Continuously improve your programming skills
- Develop and propose new products or features by monitoring the industry

Collaborate closely with internal teams

- Collaborate with front-end developers to integrate user-facing elements with server-side logic
- Work closely with the designers, product managers, and system administrators to identify and build new features
- Provide training and support to internal teams

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Requirements

Years of experience

- __ years of experience as a Back-end developer

Skills Required:

- Bachelor degree in Computer Science or equivalent experience
- Strong knowledge and experience in back-end programming language (depends on what your company is hiring for eg. Ruby / Python / PHP / Java etc.)
- Familiarity with database engine such as MySQL, SQL, SERVER
- Experience with Linux/Unix and server management
- Proficiency in code versioning tools such as Git
- Familiar with web hosting services such as AWS
- Knowledge of MVC architectures
- Experience in at least one CMS framework or web application framework
- Familiarity with front-end languages (eg. HTML, CSS, Javascript)

What we're looking for in you:

- Desire to learn and adapt to new technologies
- Able to work independently and effectively in a team
- Strong attention to detail, analytical and love solving problems
- Good verbal and written communication skills
- Ability to work in a fast-paced environment
- Excellent time and project management skills

Design

UI/UX Designer

A.

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- You enjoy creating pixel-perfect digital designs and crafting solutions for users.
- Our team is looking for a UI/UX designer to create rapid prototypes, design high-fidelity prototypes, and conduct user research.
- If you're keen to take your design skills up a notch, and work closely with our awesome team, read on!

B.

- Solving user problems through design excites you!
- That's exactly who we're looking for at __ (Our company) __. On top of that, you're driven, analytical and a team player.
- If you are looking for a key role in a fast growing company, find out more about this opportunity below!

C.

- We are looking for our next UI/UX designer to __ (*main responsibility*) __. If you thrive in challenging and dynamic environments, and are _____, _____ and _____ (traits), read on as this is the opportunity you're looking for.

Your main tasks involve _____ and _____ (*big responsibilities*). You'll also work closely with other developers, designers and product managers to create beautiful interfaces and a strong user experience.

What You'll Learn

Strengthen your UX/UI design skills

- You'll learn how to design elegant user-centered solutions
- Improve your sketching, prototyping and graphic design skills
- Build user-friendly interfaces

Develop your problem-solving skills and be a team player

- You'll have the opportunity to solve challenging problems with the other members in the team
- As you'll be collaborating closely with developers and project managers to improve the user experience, you'd learn to be a better team player.

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Learn the latest industry trends and technologies

- By working in our company, you'll be exposed to the latest industry trends.
- You'll also get the opportunity to work with the latest technologies.

Job Description

Craft intuitive user experiences

- Illustrate ideas through storyboards, process flows, user journeys and sitemaps
- Deliver user-centred solutions based on research, and understanding the business' needs
- Develop UI mockups, and high-fidelity prototypes
- Present your ideas to stakeholders

Improve designs quickly

- Conduct user research to improve on designs
- Rapidly test, iterate and improve on designs based on feedback

Collaborate closely with internal teams

- Collaborate closely with developers, project/ product managers to create an intuitive user experience
- Provide training and support to internal teams

Requirements

Years of experience

- __ years of experience as a UX/UI Designer

Skills Required:

- Proficiency and experience in design softwares including Sketch, Invision, Balsamiq, and Adobe Photoshop
- Basic knowledge in HTML, CSS and Javascript are a plus
- Solid understanding of user-centred design, and ability to conduct user research, user testing, prototyping, heuristic analysis

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- Ability to iterate on designs fast
- Proven experience in understanding the intersection between user needs, business goals and technology requirements

What we're looking for in you:

- Desire to learn and adapt to new technologies
- Able to work independently and effectively in a team
- Be open to receiving constructive feedback
- Strong attention to detail, analytical and love solving problems
- Good verbal and written communication skills
- Ability to work in a fast-paced environment
- Excellent time and project management skills

Graphic / Brand Design

The Opportunity

a) Are you fun, flexible and overflowing with inspiration? __ (Company Name) __ is looking for a creative problem solver ready to take on challenging design briefs. Join us if you have an eye for beauty and commitment to crafting exceptional brand designs.

c) At __ (Company name) __, we understand that graphic design it is much more than just a job for you. It's a way of life. We are looking for someone who is always hungry to learn new tools and skills in creating the best designs. If you thrive on researching and crafting incredible images, apply now to surround yourself with inspiring people and designs everyday.

d) __ (Company name) __ is looking for a star Graphic/Brand Designer. You'll get to work with some of the biggest brand names on expanding their market share. You'll also get to improve on imaging skills and perfect your craft in your chosen field of design. We're here to let your design work shine across print and digital platforms.

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What You'll Learn

- **Develop design concepts for business objectives and goals (*Role related*)**
 - You'll learn how to deliver value to projects through objective-based design such as developing the style and vision for our brand(s) through market analysis and research
 - You'll get to design for business success for creative and effective delivery of branding services
- **Manage various stakeholders and project requirements (*Personal growth*)**
 - You'll have the opportunity to work with sales and marketing teams to ensure collaterals are delivered on time
 - You'll manage multiple projects with concurrent deadlines, ensuring high quality and accuracy of marketing materials through proofreading
- **Develop design briefs by gathering information and creating solutions(*Industry related*)**
 - By working in our company, you'll be exposed to the exciting branding projects
 - You'll have access to creative resources and stellar marketing ideas for your design journey

Job Description

- **Create Visual Brand Identity**
 - Conceptualise and design branding/marketing materials or advertisements
 - Produce new artwork based on brand guidelines agreed with our marketing team
 - Create print and digital advertising materials
- **Develop Key Visuals and Collaterals for Marketing Campaigns**
 - Create brand identity and style guide for the company's marketing needs
 - Assist in management of website, newsletters and all other company materials, where necessary
 - Design all graphic, sales and marketing materials e.g. EDM / Posters / Banners / Sales Display

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- **Manage Design from Concept to Production**

- Work according to briefs for the branding needs and guidelines
- Ensure design specifications are production-ready
- Engage with external printers or contractors/suppliers/vendors to ensure highest quality and deadlines are met
- Proper documentation of all design files

Requirements

Experience:

- At least Diploma in Art/Design/Creative fields or __ years of relevant experience

Skills Required:

- High competency in Adobe Creative Suite especially Illustrator and Photoshop
- Skilled in, photography and videography
- Knowledge of print production, colours codes, formats, etc
- Knowledge of editing of photography in Adobe Photoshop or Lightroom
- Expertise in Adobe InDesign for desktop publishing
- Ability to convey client's message in line with brand's guidelines through original design

What we're looking for in you:

- Desire to learn and adapt to new technologies
- Able to work independently and proactively in a team
- Strong communication skills to liaise with marketing team and external vendors
- Ability to prioritize and manage multiple projects deadlines
- Positive attitude and willingness to learn
- Keen eye for detail

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Operations

Operations

The Opportunity

a) _(Company name)_ is on the lookout for a highly effective _Operations Manager/Executive_. If you like to be always out and about, and enjoy communicating with multiple departments, apply now to create a successful work environment with us.

b) At __ (Company name) __, we understand that Operations staff are crucial in integrating each company function seamlessly together. We are looking for someone who thrives on hustling and working with various small teams on a daily basis. If you are humble and interested to help build a company culture that puts people first, read on for a career opportunity.

c) __ (Company name) __ is looking for a star ___ Operations Manager/Executive ___ to wear many hats and help better our customer experience. You'll get to help different business operations work together to build new features. If you're comfortable with giving and taking directions, read on for an amazing opportunity with us.

What You'll Learn

- **Drive, plan and control innovation (*Role related*)**
 - You'll work closely with internal service providers to implement changes
 - You'll make recommendations to key stakeholders and management
 - You'll solve daily issues and forecast larger aims to be achieved
- **Grow as leader and innovator (*Personal growth*)**
 - You'll develop brilliant communication and interpersonal skills, working with a spectrum of colleagues ranging from production to management
 - You'll gain excellent time management and learn to prioritise and delegate

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effectively

- **Develop passion for people and processes (*Industry related*)**
 - With our company, you'll get to lead, coach, inspire, and support your colleagues towards best practices

Job Description

- **Plan, execute and monitor operations to ensure seamless service**
 - Develop Standard Operating Procedures (SOPs)
 - Troubleshoot operations issues and solve them
 - Manage staff and the deployment of sophisticated equipment
- **Build and track daily operations metrics and dashboards**
 - Ensure prompt delivery of goods and services for clients
 - Oversee inventory, facilities, as well as distribution of goods and services
- **Find ways to improve the efficiency of processes**
 - Research new technologies and alternative methods of efficiency
 - Develop practical solutions for growth of client satisfaction with service delivery and ensure smooth running of internal operations
 - Manage budgets and costs effectively

Requirements

Experience

- Degree in Business or Operations or any related discipline
- __ years of experience in operations at a startup/corporate environment

Skills Required:

- Proficient in planning and logistical software and tools, such as WISE, SAP and Infoplus
- Expertise in resource planning and operating systems, such as Saviom and Smartsheet
- Strong analytical skills and understanding of workflow management
- Experience in responding to complaints and maintaining safety standards
- Experience in project planning, scheduling and recovery support

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**What we're looking for in you:**

- Systematic and organised
- Ability to innovate, inspire and introduce change
- Ability to see the big picture as well as the finer details
- Strong leadership, communication and interpersonal skills
- Results oriented personality who thrives working in a dynamic environment
- Strong work ethic, and desire to achieve excellence
- Ability to multitask and work in a fast pace environment
- Highly detail-oriented and meticulous

Media & Communications

PR & Communications

The Opportunity

a) Fancy a purposeful career which keeps you in the know and on your toes each day? __ (Company Name) __ is looking for a passionate individual with exemplary writing, speaking and organizational skills to join its PR team. Read on if you enjoy helping companies create a positive image and tell their brand stories to the public.

b) Are you confident, people-driven and have exceptional writing skills? __ (Company name) __ is on the lookout for a __ PR manager/executive __. You'll join our team of experts in helping companies to launch new products and boost their public image. With __ (Company name) __, there is never a dull moment.

c) At __ (Company name) __, we are looking for an all-rounded media expert who enjoys working with clients and our friends in the media. If you are always keen to

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soak up knowledge of different industries and help companies tell their stories to the public, read on for an amazing opportunity.

What You'll Learn

- **Build community relations and develop social outreach strategy (*Role related*)**
 - You'll learn how to create the right messaging to targeted audiences
 - You'll get to build a community in support of the company's services offered
- **Develop strong relationships with internal teams and press partners (*Personal growth*)**
 - You'll have the opportunity to work with other departments and understand their functions and value contribution to the company
 - You'll manage internal communications to support human resource and business development departments
 - You'll get to build valuable relationships with the press and influencer networks for collaborative storytelling
- **Develop critical analytic and communication skills (*Industry related*)**
 - With our company, you'll get to work with a creative and committed team of communications professionals
 - You'll gain access to business statistics to manage and track the brand's identity in the media

Job Description

- **Develop, executive and evaluate strategic Public Relations game plan**
 - Develop short, mid and long-term strategic Public Relations goals
 - Build relationships with the press across print, broadcast and online platforms to increase exposure for our company
 - Pitch to top media outlets for company news, product announcements, profiles, features, and thought leadership pieces
 - Identify and pursue media placement opportunities in targeted press outlets

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- **Manage messaging and relationships with the media**
 - Develop and dissemination of press kits with management's approval
 - Track, monitor and evaluate reception of press releases
 - Monitor and share coverage of news with company leaders and associates
- **Manage all marketing, branding and copywriting needs**
 - Craft the full suite of communications across print and online including social media

Requirements

Experience

- Degree in Communications/Journalism/Public Relations or related field
- __ years of experience in a similar capacity

Skills Required:

- Excellent writing and copy editing skills
- Great storyteller
- Experience with publishing online content
- Experience or knowledge of media management and tracking tools
- Experience of working with in-house or at an agency
- Expert knowledge of social media platforms
- General understanding of broader marketing, PR & other digital tactics
- Good working knowledge of Adobe Creative Suite (Illustrator and Photoshop)

What we're looking for in you:

- Desire to learn and adapt to new technologies
- High levels of tact, diplomacy, confidentiality and professionalism
- Strong communication skills, especially ability to think on feet
- Ability to convey complex concepts and messages through stories which resonate with audiences
- Ability to act as a spokesperson for the company
- Strong project development and project management skills

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- Fluent language skills for target markets and press outlets

Finance

Finance

The Opportunity

A.

- We are seeking a passionate finance _____ (role, e.g. analyst). Join our ranks and add to _____ (company name)'s growth as a leading organisation in _____ (industry). If you are someone who enjoys the grit and fast-paced nature of a thriving business, then this is the opportunity for you.

B.

- At _____ (company name), you will join a dynamic and energetic team of professionals. Your role significantly supports _____ (company name)'s performance and day-to-day decision-making processes. In the face of an increasingly competitive market, analytical and sharp _____ (role) like you are highly sought after to continually generate successful business strategies and decisions. Without your talent, businesses won't be able to run at full efficiency.

C.

- The pace and rhythm of an actively-growing business excites you. You're someone who loves to see something grow and you love to make things work, whether it's through forging strong work relationships or dealing with financial data.
- You're not someone who does things just for the sake of doing it - you know that what you do has purpose, and you thrive off having that purpose. Here

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at (company name), expect to find fuel for your inner fire as a _____ (role).

- Your main responsibilities will include _____ and _____; expect to make a great impact here in your role.
- If you are seeking a fulfilling and challenging opportunity, come aboard and be a part of _____ (company name)'s team today. We actively seek those who have an endless desire to learn, and are resilient and detail-oriented.

What You'll Learn

Build on your knowledge of financial work

- Hone your skills and build on your financial knowledge as a _____ (role) - consistently. Assist with implementing new business processes and develop your skills in _____ and _____ (important responsibilities).
- Gain a greater understanding of the world of finance around you. Study the market, work with financial data, form your own deductions, seize new opportunities to be taught good lessons, and develop yourself as a true _____ (role).

Use market/financial data to drive a business

- Analyse your company or division's performance regularly and provide cutting-edge insights as to how best to drive overall growth.
- Performance analysis will be placed side by side with historical and forecasted data - use your knowledge to your advantage and facilitate impactful decision-making processes for the future of the company.
- Use financial analysis techniques and concepts to provide practical advice to business units

Ensure financial integrity and optimise performance daily

- Engage in the daily preparation of financial documentation and paperwork.

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- Report inconsistencies and improprieties proactively, ensuring the integrity of all that you analyse.
- Participate in the development and implementation of new financial models, demonstrating appropriate knowledge of the relevant financial principles and policies.
-

Job Description

Involve yourself in overall growth strategy

- Conduct revenue forecasting, expenditure analysis, and contribute ideas toward budgeting for the future
- Contribute towards refining our company's financial policies
- Prepare cost projections
- Conduct research on historical financial data
- Participate in departmental and overall company budgeting periods

Engage in major decisions

- Explore investment options on a day-to-day basis
- Present risk and opportunities with regards to investment plans
- Coordinate with higher management on long-term decision making and planning
-

Requirements

Experience

- _____ years' experience in finance roles
- A Bachelor's degree in Accounting or Finance

Skills

- Proficiency with applications like MS Excel
- Knowledge of procedural controls and data-validation techniques
- Thorough understanding of local financial/accounting legislations and principles
- Excellent verbal and written communication skills
- Knowledge in investment, forecasting, and budgeting

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- Familiarity with financial databases
- Strong analytical and strategic-thinking skills

What we look for in you

- A proactive work ethic
- Genuine engagement with your work
- An encouraging and energetic team player
- Highly self-motivated and disciplined personality
- Dedication and ownership
- Humility and a true desire to learn

Accounting

The Opportunity

A. If you enjoy tackling and crunching numbers and possess the ability to think analytically and critically, _____ (company name) has a job for you. If you're seeking a career in the _____ industry and would like to exercise and refine your skills in accounting, then look no further.

B. What better way to contribute your knowledge and skills than through the role of _____ (role) at _____ (company name)? Comprised of a team made up of passionate and proactive professionals, _____ (company name) hails from _____ (country - Singapore, Malaysia, etc.). Since _____ (year), they have been collaborating with a wide spectrum of clients to _____ (main service, product).

C. The ideal candidate will be placed in the shoes of a self-motivated _____ (role), where they will be actively engaged in _____ and _____ on a day-to-day basis. We're seeking someone who is hardworking, adaptable, and willing to learn. If this sounds like you, then seize this chance and join us today!

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What You'll Learn

Advance your accounting knowledge and skills

- Everyday, engage in the processing of _____ (accounts receivables, etc.) and learn firsthand about basic accounting practices and more. Refine your knowledge, apply what you've learnt in school, and become a sharper, more efficient _____ (role).
- Learn from your seniors and streamline your workflow. Become a more efficient and innovative professional - not just someone who does the bare minimum.

Thrive in an exciting work environment and expand your proficiencies

- Stay on top of things while expanding your workload to other avenues, including exciting projects and strategic planning efforts that will make a real impact on overall growth.
- Explore different facets of the overall business and gain a more holistic understanding of the company through taking on unique projects and tasks on a day-to-day basis.
- You'll learn to be flexible and an excellent manager of time. Work on multiple projects under pressure

Proactive problem-solving

- Train yourself to become more meticulous. Spot discrepancies at every turn and resolve these errors efficiently.
- Anticipate inconsistencies and errors through the flurry of paperwork. Manage various accounts and subsidiaries with confidence.
- Become quick on your feet and alert throughout. Innovate and work your way around unique situations and problems that arise daily.

Job Responsibilities

- Process Accounts Payable transactions on a daily basis
- Issue invoices and receipts while coordinating with clients

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- Prepare relevant accounting paperwork, including bank reconciliation statements and monthly accounts. Be an integral part of the documentation process.
- Keep track of inventory inflow and outflow.
- Assess reports for accuracy and completeness with full knowledge of accounting standards and regulations.

Requirements

Experience

- _____ years of experience in accounting roles
- A Bachelor's degree in Finance or Accounting
- Familiarity with accounting databases and standard accounting procedures

Skills

- Experience in preparing financial reports and relevant documentation
- Experience in preparing tax returns and tracking financial information
- Knowledge and proficiency in accounting technology software and databases such as SAP and other business intelligence software
- Expertise in data analytics and advanced modeling techniques
- Knowledge of existing, local accounting legislations and policies
- The ability to multitask
- Strong time management and prioritisation skills
- Meticulousness in paperwork management and processing

What we're looking for in you

- Resilience
- A hardworking, genuine personality
- Passion for your job
- The spirit of a team player
- Proactivity and confidence
- A willingness to continuously improve and learn

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