

Marketing Executive

Job Responsibilities:

- Develop layout and production designs for collateral including, but not limited to, advertisements, brochures, social media content, digital ads, resort and restaurant packaging, menus and reports.
- Perform digital imaging, image manipulation and final artwork production.
- Liaising with digital agencies, suppliers, printers, designers and photographers.
- Provide art direction for photography and videography projects.
- Photo and video editing.
- Manage content on the hotel's marketing channels, including hotel websites, social media, digital signages and in-room TV, ensuring that content is accurate, up-to-date and in line with brand standards.
- Prepare online newsletter and promotion materials and organise distribution through various online media channels.
- Support the marketing team on social media content strategy and storytelling.
- Media monitoring.
- Managing the resort's online reputation and replying to feedback on Google, TripAdvisor, Agoda, Booking.com etc.
- Maintain and update databases.
- Provide support to the Senior Marcom Manager in administration duties.
- Assist with Purchase Requisition and follow-up on payment with the Finance department where required.
- Any other ad-hoc assigned by the management

Requirements:

- Graphic design and layout skills.
- Creative and has talent in handicraft works.
- Knowledgeable in photography and videography
- Proactive and able to prioritise work well.
- Ability to work well under pressure and meet tight deadlines.
- High proficiency in design software, Photoshop, Illustrator and other Desktop Publishing Tools and use of in-house production equipment.
- Excellent in image manipulation, digital imaging and cutting of final artwork.
- Keen eye for details and aesthetics.
- Diploma/Degree in Communication Design/Graphic Design.
- 2 to 3 years of relevant experience in graphic designing and in-house production.

To apply for the above position, please send your full resume to hr1.asrs@amarasanctuary.com

Amara Sanctuary Resort Sentosa

1 Larkhill Road, Sentosa
Singapore 099394
TEL: +65 6825 3888
FAX: +65 6825 3878
sentosa@amarasanctuary.com
amarahotels.com