

## **Marketing Services Assistant**

**(Work Base: CEBU)**

### **JOB DESCRIPTION:**

The position is responsible for:

- Supporting all Marketing Department functions and services as it relates to the development of corporate marketing programs.

### **QUALIFICATIONS:**

- Bachelor's degree in marketing, business or any related field.
- Administration or sales and marketing assistant experience.
- Effective written and verbal communication skills.
- A high level of attention to detail.
- Ability to work effectively within a team and independently.
- Fresh graduates are welcome to apply!

To apply, send us your application letter, resume and TOR (photocopy) through

**E-mail:** [vfihv.visayas@gmail.com](mailto:vfihv.visayas@gmail.com)

For inquiries, call: 0917 717 3043

Look for Ms. Mariam Mae N. Opena

