

NOW HIRING!

Marketing Plan Coordinator

Responsibilities:

- Develop, maintain and execute a PR and content calendar for all social media platforms and community management.
- Develop and assist with the hotel marketing strategy, and make sure it is in line with the hotel's strategic direction.
- Collaborate with the General Manager and Marketing Manager to develop monthly and annual strategies and tactics.
- Responsible for coordinating internally with the marketing team.
- Manage and conceptualise content for marketing campaigns.
- Prepare weekly/monthly reports and analysis.
- Coordinate in collaboration with the General Manager, Marketing Manager and Sales Manager all activities pertaining to trade shows, events and site inspections.

Requirements:

- Marketing related Degree or Diploma.
- Hotel experience essential.
- Knowledge and experience of managing multiple digital channels, third party sites, OTA's and community management.
- Proficient with MS Outlook, Word, Excel and PowerPoint.
- Excellent command of the English language and copywriting ability.
- Minimum 1 - 2 years' experience in a hotel marketing or similar role.
- Knowledge and understanding of digital channels and social media.

Reporting to:

- Hotel General Manager, Group Marketing Manager

Excited to be a part of the Verde Team yet? Apply by sending a 2-page CV and a motivational letter to hr@hotelverde.com If you do not hear from us within two weeks, please consider your application unsuccessful.