



RECRUITMENT INFORMATION

LUNE PRODUCTION is looking for candidates with proactive working attitude, an open mind, passion to work in art & culture industry and fluent English skills for following position:

Position : SALES & MARKETING COORDINATOR
Report to : CHIEF OPERATING OFFICER - HCM
Working location : HO CHI MINH

I/ RESPONSIBILITIES:

- Working directly with relevant departments and suppliers to production all POSM, merchandising, operation materials for all branch in the effort to support business requirement with timely, high quality and efficiency budget.
- Collaborate with COO in preparing budgets and monitoring expenses
- Centralize and synchronize all production processes
- Follow-up and manage the usage status of all materials
- Do necessary reports as request by direct supervisor
- Presenting a positive, professional image of the company with all customers and suppliers, internal and external.
- Any other duties of a similar level and nature as may be required by the business.

II/ REQUIREMENTS:

- College/ University in related majors: Marketing, Hospitality Management/ Tourism/ Language/ Business...
- Having 01-02 years of experience in same/ related position
- Excellent in English, especially in writing and reading skills
- Professional in using Microsoft Office
- Good & wide general knowledge
- Highly detail oriented
- Highly responsible individual
- Ability to work under extreme pressure
- Creative individual & good interpersonal skills
- Having friendly and professional attitude

Please kindly send your CV via humancapital@squaregroup.com.vn