

## **JOB DESCRIPTION**

Job Title:	GRAPHIC DESIGNER / SOCIAL MEDIA EXECUTIVE
Department:	BRAND AND COMMUNICATION
Reports To:	BRAND COMMUNICATION MANAGER / ASSISTANT BRAND COMMUNICATION MANAGER

### **JOB DESCRIPTIONS**

1. To create, design graphic and prepare marketing materials for Resort (promotions, advertisements, marketing collaterals, social media graphics, electronic brochures etc)
2. To post and engage in social media platform and channels with regards to resort promotions
3. Regularly monitoring social media platform and channels, also to engage with public on the comments or inquiry posted
4. To attend all official events of company and assist with photography
5. Stay updated with industry practice and design trends to improve resort's visual communication

### **Requirement**

1. Diploma or Bachelors' Degree in Graphic Design, Multimedia or related discipline
2. Good command of English / written and verbal communication skills
3. Minimum supervision and can work in a Team
4. Detail oriented and creative
5. Ability to prioritize, good time management and able to meet deadline
6. Good in multitask and can work in a fast-paced environment
7. Flexible working hours (peak time for resort usually in the evening on weekends, public holiday)
8. Fresh graduates are encouraged to apply

## Acknowledgement

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(Employee Signature)

Name:

Date: