



THE TEMPO GROUP
A DEDICATION TO QUALITY SINCE 1953

The Tempo Group is a company that produce, sell, and market various own a license products from personal care, cosmetic and consumer product, pharmaceutical, vitamin and nutrition under several well known brands such as: MARINA, MY BABY, REVLON, ESTÉE LAUDER, CLINIQUE HEMAVITON, BODREX, VIDORAN, et cetera.

To support the company business growth and operation, one of the subsidiaries of the company requires a young, spirited and professional person with good education, for the position of :

Marketing Administration (Code: MA - BCL)

Job Objective :

- Act as liaison between print suppliers, freelance talent and various marketing services
- Filling : Documents to finance, event promo (CD Design, CD Print Ad, TVC and talent)
- Assist managing various marketing activities
- Assist various administrative work for the department
- Assist brand event such as launching, press conference (as requested)

Qualifications:

- Male age 24– 30 years;
- Diploma or Bachelor Degree in Management / Economic / Business Administration / Communication (Science Major at High School) from reputable university;
- Fresh graduate or 2 year-experience as a Marketing Administration Staff/ Brand Asisstant / Marketing Support, preferably from Personal Care Cosmetics and FMCG (Fast Moving Consumer Goods);
- Strong communication and capable to work in team;
- Hardworker, creative, proactive, detail and full of initiative;
- Fluent in English and excellent in computer literate (Ms. Office Programs).
- Willing to travel (As requested)

Send your complete CV and recent photograph by email to:

THE TEMPO GROUP
HRD – PCC Division

Email: hrd_pcc@thetempogroup.com

Only best short-listed candidates will be proceed