

Assistant Manager

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Company: Ad Logistics

Location: Lahore

Category: other-general

Liaising and networking with a range of clients
Communicating with target audiences and managing relationships with external stakeholders
Designing creative concepts for different marketing mediums including electronic, digital, and print
Liaising with designers, printers, and vendors
Working with photographers and video crew for interviews, photography, etc.
Assisting in managing marketing budgeting
Organizing and managing events such as conferences, seminars, receptions and exhibitions
Keeping a close watch on market trends, market demand and competitors' activities
Tracking daily emails and workflow
Working with in-house designers to produce materials of visual impact and within brand guidelines
Managing Social Media marketing campaigns and day-to-day activities
Engaging audiences through Facebook, Instagram, Snapchat, YouTube, LinkedIn and Twitter
Job Specification
Proficiency over the English language, Strong communication and writing skills
Self-starter with ability to take initiative
Multitask and manage time well
Proficiency in office tools such as Microsoft Word, PowerPoint and Excel

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