

## 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#J-18808-Ljbfrr

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