



## **Luna Marketing & Event Limited**

### **Position: Project Assistant (Part-time / Internship)**

#### **Highlight**

This role is a key project host who aims to support and complete satisfying marketing & marketing event projects with the team. He / She takes support the projects from the preparation stage to the completion stage by co-working and pushing the progress with the internal and external team.

#### **Job Tasks**

- Supporting to create project / campaigns from proposal stage to executional and reporting stage with the productive work and solutions
- Being the supporting role to manage all on-site events, set-up, site inspection, or other preparation works
- Planning and communicating well with organized paperwork that helps to communicate and push the progress of the project
- Fixing problems with advising the best solution always and make things happen

#### **Job Requirement:**

- Good language, communication and office skills
- Able to express how you love marketing & event
- Enthusiastic in brand marketing, brand activation, and event marketing. Experienced to work with multi-national brands is a plus

- Detail-minded, able to work independently with proactively supporting the team
- Quick learner
- Excellent interpersonal skills. Love to work with people in a good work manner
- Fluent English and Cantonese speaking and writing
- On-trend or love to study what young market and brand love
- Knowledge of PR, influencer marketing, design software is a plus

**Working Location: Kwun Tong**

Interested parties please send (1) full resume with detailed personal information and (2) your most current photo by email to **hr@luna.hk**.

Personal data will be used for recruitment purposes only.

*More about Luna Marketing & Event Limited*

Website: [www.luna.hk](http://www.luna.hk)

Instagram: <https://www.instagram.com/lunamkt/>