



## POSITION DESCRIPTION

JOB TITLE:	Project Assistant- Contractor
JOB TYPE:	6-week fixed contract
HOURS:	Can be discussed
START DATE:	Mid-November (exact date to be confirmed)

We are looking for a highly organized individual to support Sassy Media Group on an exciting short term strategic project as a contractor.

## ROLES & RESPONSIBILITIES

Working closely with the partnerships manager, your role will require you to carry out the following duties:

- Research merchant contact information
- Contact merchants through emailing and phone calls to acquire the necessary marketing materials required for the project
- Source appropriate photographs for the project from stock image libraries and various websites
- Organise and upload the images and marketing materials to the necessary databases
- Regularly update the partnerships manager on the project status and swiftly respond to any issues that may arise

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## **KNOWLEDGE, SKILLS & EXPERIENCE**

### **Skills & Competencies**

- Cantonese – native or fluent - required
- English – fluent - required
- Strong administrative skills
- Excellent organisation skills and attention to detail
- Time management skills, including the ability to manage tight deadlines.
- A proactive and self-motivated attitude
- Ability to work independently

Please note- we are unable to sponsor any visa for this position

If you are interested in applying or learning more about this exciting opportunity, please email: [jobs@sassymediagroup.com](mailto:jobs@sassymediagroup.com)