

WE ARE HIRING!

JOB TITLE: MARKETING COORDINATOR (01)

LOCATION: HEAD OFFICE MALE'

About the Role

We are looking for a motivated **Marketing Coordinator** to support our marketing team in day-to-day tasks. This role involves coordinating with content creators and other departments, assisting with event planning and helping to carry out marketing campaigns. The ideal candidate is organized, a strong communicator, and eager to grow in the field of marketing.

Requirements:

- GCE 'A' Level with 02 passes, or GCE 'O' Level with 06 passes, including English
- Completion of a certificate course related to marketing, digital media, or graphic design.
- Proven experience in a marketing or related role is preferred.
- Familiarity with design and editing tools is an added advantage
- Good organizational skills with the ability to manage multiple tasks and meet deadlines.
- Should be a team player with a proactive and creative approach to tasks.
- Preferably 24 years of age or below.

Key Responsibilities:

- Act as a link between content creators, designers, and team members to ensure smooth communication.
- Assist with planning and organizing events, including working with vendors and managing event materials.
- Support marketing campaigns by updating content, organizing schedules, and handling admin tasks.
- Help manage social media accounts by posting content and monitoring engagement.
- Keep track of project deadlines and share updates with the marketing team.
- Prepare basic reports on campaign progress and team activities.
- Maintain organized records of marketing files and documents.
- Work closely with other departments to collect information needed for campaigns or events.
- Build and maintain strong relationships with external vendors and partners.
- Assist with administrative tasks such as inventory management and vendor agreements.

What We Offer:

- Career advancement opportunities and annual increments as per company policy.
- Comprehensive health insurance and staff discounts.
- Salary, **MVR 11,000 to 12,000** / Negotiable based on qualifications and experience.

Deadline: 31st May 2025

- Candidates are required to submit fully completed "Application Form" with supporting documents listed in the form, before the deadline. Application form will be available to download from www.honda.mv
- Applications must be a compiled PDF file of all documents.
- Only short-listed candidates will be called for interview.