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**Assistant Marketing Communications Manager / Marketing Communications Manager**

* Assist the Director of  Marketing Communications in development and implementation of marketing communication strategies
* Coordinate communications projects with vendors and contractors for the development and production of event promotional materials, web site production and other collaterals.
* Provide writing and editing support for all communication including all promotional materials and website content
* Review and edit existing promotional materials for marketing effectiveness, cross-selling implications and adherence to brand guidelines.

**Requirements :**

* Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Marketing, Advertising/Media, Linguistics/Languages, Mass Communications or equivalent.
* At least 3 year(s) of working experience in the related field is required for this position.
* Ability to effectively work under tight deadlines and manage projects independently
* Resourcefulness in solving problems
* Excellent people skills and an upbeat and enthusiastic attitude
* Preferably Junior Executives specializing in Public Relations/Communications or equivalent.

To apply for the above positions, please send your full resume to [careers@fullertonhotel.com](mailto:careers@fullertonhotel.com).