

JOB DESCRIPTION

Company Name:	Urbanland Asia Investment Co., Ltd
Position Title:	Supervisor - Marketing
Department / Functional Area:	Marketing
Reports To:	Marketing and Community Manager
Work Location:	Phnom Penh, Cambodia.
Position Objective:	The role is responsible on project manage marketing campaigns and organise sales and marketing events and support development and execution of marketing strategies and tactics to increase awareness of Urbanland and portfolio of projects among local audiences and contribute towards improving market share and sales. Oversee marketing production and deliverables and manage tasks across marketing team and external suppliers.
Roles and Responsibilities:	<ul style="list-style-type: none"> • Plan, manage and execute multiple marketing projects including offline events as well as plan and consult on online events, across Urbanland projects portfolio; • Support successful delivery of marketing campaigns and implementation from ideation to execution, task management and scheduling; • Work closely with Marketing and Community Manager to organise community engagement and sales events across all product lines eg sales sessions, product roadmap, exhibitions, CSR initiatives, mall events, workshops etc; • Coordination and execution of event logistics, programming, manpower and equipment hire; • Support Marketing and Community Manager in build strategic relationships and partnerships with key industry players, PR, media, agencies and vendors, organising follow-ups and meetings; • Work with team and/or agencies to design and produce collaterals eg hoarding, promotional materials, guidelines, social posts, brochures, photography, videos, website etc; • Maintain good communication with marketing department colleagues, other departments and external clients regarding the status, budget and timeline of projects; • Actively monitor project status, lead regular status meetings, prepare status reports and document follow-up actions as appropriate and with timely escalation of issues; • Resolve obstacles and manage change requests as they arise, working with cross-functional colleagues to adjust timelines, project scope and/or resources as needed; • Communicate any process changes and tool updates, organise training and implementation timelines;

	<ul style="list-style-type: none"> • Create and maintain project schedules for marketing campaigns and creative production from brief through final asset delivery, and communicate any changes as they arise; • Oversee general administration of the marketing department - organise and administer contracts, budget and expense tracking, filing, invoicing, quotations, NDAs etc; • Track performance of UBL-organized events and outreach; • Monitor the marketing budget on a monthly, quarterly and annual basis ; • Measure and report on the performance of marketing campaigns, gain insight and assess against goals; • Implement, manage and maintain efficient marketing workflow systems to ensure timely delivery according to plans, schedules and deliverables; • Other duties as assigned.
<p>Minimum Job Requirements:</p>	<p>Qualifications and Experiences:</p> <ul style="list-style-type: none"> • Bachelor’s degree or equivalent qualifications; • 3+ years of relevant marketing experience (real estate industry experience is a plus); • Proven experience in delivering successful marketing projects; • Proven experience in organising successful events; • Experience in handling administration and budgets. <p>Competencies</p> <ul style="list-style-type: none"> • Excellent project management skills; • Excellent event organisation skills; • Excellent communication skills, both written and verbal in English and Khmer; • Proven ability to prioritise and deliver in a fast-paced and dynamic environment, managing multiple projects and responsibilities concurrently; • Exceptional organisational skills and excellent attention to detail; • Team player – willing to rolling up their sleeves to ensure flawless execution; • Knowledge of real estate industry trends and competitive landscape; • Resourceful self-starter and solution-seeker who demonstrates a high level of initiative and intellectual curiosity; • Open-minded and fast learner who responds enthusiastically to change and opportunity, and can adapt quickly to shifting priorities and changing business needs; • Strong interpersonal skills and ability to build great working relationships with other departments; • Working knowledge of Microsoft suite of products eg Outlook, Word, Excel, Powerpoint, Sharepoint; • Familiarity with project management tools is a plus; • Familiar with marketing platforms and technologies;