



JOB DESCRIPTION

ASSISTANT PROJECT MANAGER - INTERN

SINGAPORE

HOPSCOTCH - SOPEXA

International Communication Agency // #Foods #Drinks #Lifestyle

#DigitalStrategy #Communication #SocialMedia #Marketing #O2O #PR #Events #Trade

International Communication and Marketing Agency specializing in F&B and Lifestyle, HOPSCOTCH-SOPEXA Agency is collaborating with companies, brands, communities, and institutions in their development and strategy of communication and influence.

With its 250 multi-cultural experts located in the markets, listening to trends and close to local prescribers, it intervenes in 63 countries through consultancy and tailor-made strategies, Digital & Social Media Activation, Shopper Experience, PR & creation of brand content & Events.

MISSIONS

Under the responsibility of the Senior Project Manager, you will:

Support the team in the implementation of various B2B and B2C projects in ASEAN (Singapore, Thailand, Malaysia, Indonesia, Philippines).

Participate in the planification and implementation of various actions through production, briefs writing, management of suppliers, follow-up of actions and reporting.

Production

- Manage assigned parts of projects
- Coordinate the implementation of customer action plans and guarantee the quality of the result
- Coordinate monitoring and identify 360 ° business trends and / or technical expertise, including digital
- Follow-up on campaigns and prepare operational reporting
- Management of Social network and content creation for several campaigns
- Supplier Research and Negotiation, and Comparative Proposal Development for POSM

Budget Management

- Look and propose for cost effective solutions for assigned part of the projects
- Management and follow up of the budget

PROFILE

TECHNICAL SKILLS

- Strong skills in strategic marketing & Communication
- Knowledge of digital marketing & shopper marketing
- Good capacity in client / supplier negotiation
- Ability to conduct multiple projects
- Knowledge/Interest of the agro-food environment (including sectors and products)
- Budget management
- Creativity techniques

PERSONAL SKILLS

- Organization and respect of deadlines
- Enthusiasm and energy
- Intellectual scope and insight
- Relational skills

AUSTRALIA | BELGIUM | CANADA | CHINA | DENMARK | FRANCE | GREECE | GERMANY | HONG KONG | ITALY | JAPAN | MOROCCO | POLAND | RUSSIA | SINGAPORE | SOUTH KOREA | SWEDEN | SPAIN | TAIWAN | U.A.E | UNITED KINGDOM | UNITED STATES | VIETNAM |



- Mastery of speaking in public
- Strength of conviction
- Good resistance to pressure
- Willingness to learn
- Initiative
- Creativity
- Pragmatism
- Sense of analysis and synthesis
- Languages Skills: English (Fluent), French is a plus

ORGANISATION

SENIOR PROJECT MANAGERS

ASSISTANT PROJECT MANAGER

- Internship Dates: 8 January 2024 to 8 July 2024
- Contact: nkowalska@sopexa.com
- Web: www.sopexa.com

