



NOC is a Hong Kong coffee brand with global aspirations. Named by Wallpaper\* Magazine as “one of the best coffee shops in the world for design lovers” we are aiming to build a brand that is a household name across northern Asia through physical spaces and consumer products. We currently have 6 stores open, with 3 more opening in 2019 and very soon in mainland China and South Korea.

ROLE: Marketing Assistant

START DATE: ASAP

LOCATION: Hong Kong

#### JOB DESCRIPTION

- Work under the direction of the Head of Brand to help reach the company’s marketing goals and objectives
- Manage company social media channels, including Facebook, Instagram and other relevant platforms
- Propose new ideas and concepts for social media content
- Create dynamic written, graphic and video content
- Work as part of a team to develop social media and marketing campaigns
- Assist in planning and producing marketing materials and merchandise
- Support ad hoc projects as assigned by the Head of Brand and Marketing Executive

#### REQUIREMENTS

- Fluent in spoken English and Cantonese; written English skills needs to be strong
- Experience running a successful Instagram account, either in a personal capacity or for a brand account, is important
- The candidate must be a coffee lover, appreciate good design and artisan crafts, be connected and interested in how social media can help grow brands
- A positive attitude and the ability to get things done is more important than specific qualifications
- Proficiency in MS Office and basic knowledge of Adobe Photoshop, Illustrator and InDesign

SALARY & EMPLOYMENT BENEFITS: To be discussed

Please send us your detailed resume via [hr@noccoffee.com](mailto:hr@noccoffee.com). We offer an attractive remuneration package to the right candidate. Personal information is collected for recruitment purposes only.