

## Gallery Assistant

We are expanding our Gallery business and looking for suitable candidates who like to take challenges in their career.

### Duties:

- Core in handling client enquiry and have experience on arts marketing
- Planning till finish from small to large scale of projects in terms of events or exhibitions, liaison with internal and external collaborators
- Able to do PPT, EXCEL, photoshop and layout design for marketing material, exhibition invitation cards, leaflets and promotion kits etc.
- Experience in social media promotion, eDM, mail chimp operation and design
- Assist in manage gallery on all related matters
- Daily reporting

### Requirements:

- Flexible working days and hours
- Can work under high pressure
- Detail oriented
- Bilingual
- Correspondence handling independently
- Good communication skills
- Team player and immediate availability is preferred

Please send your DOB, resume, salary expected and available time to [cheerbell@cheerbell.com](mailto:cheerbell@cheerbell.com) on or before 12<sup>th</sup> Jan, 2019.