



Job Announcement

Hagar Catering & Facilities Management's Mission: Our mission is to provide high quality, professional food catering services to companies and organizations operating in Cambodia at affordable prices. We currently produce over 25,000 meals daily for the employees and students of over 20 different companies, hotels, school and factories. Now, we are seeking for a competent candidate to fulfil a position of:

1. Position Summary:

Position title: • **Marketing & Design Officer**
Location(s): • Hagar Catering's Office

2. Main Duties:

- Develop concepts for and design all marketing communication materials to support sales, including ads, posters, in store signage, newsletters, flyers, vouchers and coupons, brochures etc... as needed
- Manage website updates while maintaining look and feel
- Perform from the design, printing to the installation of material and ensure on the quality control of the printed materials
- Assist Marketing team with brainstorming, marketing and advertising strategies
- Assist with special & seasonal promotional events set up and breakdown as needed
- Work with others, such as programmers, developers or other technicians, to complete the final products.
- Be able to do the marketing through Facebook or any other social media
- Ability to build an online connection to customers or clients is quickly
- Responsible for engaging a brand with customers or clients via the **digital** space, aiming to establish and manage the online presence.
- Perform other tasks as assigned by the management

Qualifications and Requirements:

- Experience with Interior and Graphic Designer at least one year
- No experience is encouraged to apply (student in year two of marketing or design)
- Good at English Language
- No experience is encouraged to apply (student in year two of marketing or design)
- Cambodian, Male or Female is required to apply – Age: 25-35
- Flexible for problem solving and be proactive
- Computer skills (Ms. Word, Ms. Excel, Outlook and Internet & E-mail)

Interested candidates should submit their CV and covering letter to
Hagar Catering & Facilities Management, as below address
N° 44, St. 310, BBK 1, Phnom Penh, Cambodia

092 333 154

E-mail: recruitment.hcfm@hagarcatering.com / pharnny.oum@hagarcatering.com
www.hagarcatering.com