



Come and join our team as

Marketing & Office Administration Employee

SupplyOn is the shared supply chain collaboration platform that connects you with your global business partners and ensures the long-term success of your supply chain. This dynamic company network connecting more than 70,000 businesses worldwide enables companies to quickly adapt to market changes and supply chain dynamics.



Your tasks:

- Coordination of Marketing Activities including establishing a marketing plan and responsibility for the marketing budget
- Copywriting, execute on various marketing projects (e.g. video, case studies etc.)
- Responsible for updating and maintaining corporate channels, such as wechat public account, company website updates, company rayfile, ppt etc.
- Support of event /forum/any related activities (such as material, booths set-up, name cards collection etc.)
- Tracking & report & analysis after the exhibition, events and forums
- Marketing gifts for customer relations
- Travel is seldom needed
- Office administration support is necessary

Your skills:

- Bachelor or higher, major in advertising, marketing or related program preferred, 2-3 years experience
- Excellent communication skill, fluent in both spoken and written English
- Capable of article writing ability, quick thinking, logical and adaptable
- Capable of resource integration, communication and coordination

Do you fit in our team? You should get to know us!

We are proud to have the ability to measure ourselves in terms of salary, pension, employee development and team building as market leading company.

Please send to us your application documents including your earliest possible starting date and your salary expectations. Email to: Xiaowei.Zhang@SupplyOn.com

We look forward to receiving your application!