

Role Description

Digital Marketing Intern/Assistant



Overview

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment expertise developed throughout the Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand and Vietnam), Bangladesh, and Singapore and a dedicated focus on South and Southeast Asia, and beyond.

With a team of over 140 local and foreign lawyers and advisers in ten offices in Asia, and three collaborating firms in Cambodia, Indonesia and the Philippines, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Compliance and Investigation
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Employment
- Taxation

In Indonesia, DFDL has established an exclusive association with Mataram Partners. DFDL, along with Mataram Partners, has been serving the needs of domestic and foreign investors in Indonesia since 2011. Mataram Partners is a trusted and dynamic Indonesian law firm and has been serving the needs of domestic and foreign investors in Indonesia since 2006.

Position

DFDL is now seeking to hire a talented individual for the position of a Digital Marketing Intern/Assistant to join our Regional team.

Reports to:	Regional Marketing Director and Regional MarComm Manager
Key internal relationships:	Regional Marketing team
Salary range:	Competitive, commensurate with experience and qualifications
Position type:	Full time (Intern)
Commencement:	January 2022
Location:	Cambodia (Phnom-Penh)

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Main duties of the role

- **Marketing Materials** – Assist the Regional MarCom Director in maintaining/revising/creating marketing materials (capabilities statements, fee proposal templates, matter lists, awards and ranking information, brochures).
- **Digital Communication (website, social media, mass mailing)** External and Internal
 - Assist the Regional MarCom Manager with posting/scheduling content and producing biweekly reports with the analytics available.
 - Assist the Regional MarCom Manager with competitors' analysis.
 - Help the MarCom team with repurposing existing content.
 - Assist the Regional MarCom Manager with the internal communication/intranet.
 - Assist the Regional MarCom Manager with content creation tasks.
 - Assist the Regional MarCom Manager with research on content ideas (by country and by expertise/sector).
- **Events** – Assist the Regional MarCom Manager in the organization of events with logistics and administrative tasks (calendars, registration list, communication with registrants, presentation, reporting)
- **Department Trackers** – Assist the Regional MarCom Manager with updating and improving the department's trackers and database (event calendar, Business Development meeting, content calendar, MarCom summary).
- **Projects** – Supporting the Regional MarCom Director and Manager with project organization (Learning & Development trainings, corporate events).

Skills, Knowledge & Experience Required

- Bachelor's degree in marketing, digital communication, or related field
- Excellent verbal and written English skills
- No experience required or 1 year marketing/digital communication experience
- Proficient in MS Word, Excel and PowerPoint
- Excellent organizational skills
- Understanding of advanced marketing principles and social media
- Ability to multi-task and meet strict deadlines
- Creative

Other Skills and Abilities

- Audio/Visual skills: video/audio editing and formatting
- Design skills (Adobe Pack)

Role Description

Digital Marketing Intern/Assistant



Contact Details

Applications should be submitted to:

Email: Careers@dfd.com

Website: www.dfd.com

Workable: <https://apply.workable.com/dfd/j/57A509031A/>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

All applications and expressions of interest will be treated confidentially and reviewed only by DFDL Senior Management and the Human Resources team.

*Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and **only shortlisted candidates will be contacted.***