

Role Description

Regional Digital Marketing Assistant



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment expertise advisory developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

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

Position:

DFDL is now seeking to hire a talented individual for the position of **Regional Digital Marketing Assistant** to join our Regional team in Phnom-Penh.

Reporting line

Marketing tasks Regional Marketing & Communication Director (the “MarCom Director”)

Digital Content tasks Regional Digital Content Manager (the “MarCom Manager”)

Salary range Competitive, commensurate with experience and qualifications

Position type Full time

Commencement January 2022

Location Cambodia (Phnom-Penh)

The following are the key duties and responsibilities that will be expected as **Regional Digital Marketing Assistant**:

▪ 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

- (i) Posting/scheduling content and producing biweekly reports with the analytics available;
- (ii) Participate to the competitors’ analysis;
- (iii) Repurposing existing content;
- (iv) Assisting with the internal communication/intranet redefinition and update;
- (v) Assisting with the content creation tasks; and
- (vi) Assisting with the research on content ideas (by country and by expertise/sector).

Excellence · Creativity · Trust
Since 1994

№ 30, Norodom Boulevard, 4th Floor BRED Bank Building
Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7)
Phnom Penh, Cambodia

t: +855 23 210 400
f: +855 23 214 053
e: cambodia@dfd.com

Role Description

Regional Digital Marketing Assistant



▪ Events

Assist the Regional MarCom Manager in the organization of events with logistics and administrative tasks (Calendars, Registration List, Communication with registrants, Presentation, Reporting, etc.).

▪ Department Trackers

Assist the Regional MarCom Manager with updating and improving the department's trackers and database (events' calendar, Business Development meetings, content calendar, MarCom Summary etc.).

▪ Projects

Supporting the Regional MarCom Director and the Regional MarCom Manager with project organization (Learning & Development trainings, Corporate Events, etc.).

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)

Contact Details

Applications should be submitted to:

Email: Careers@dfd.com

Website: www.dfd.com

Workable: <https://apply.workable.com/dfd/j/E9A321C0E5/>

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.***