



Aseana Holdings Inc.

MARKETING ASSISTANT

Duties and Responsibilities

1. Ensures that everything is in order in Aseana City Showroom all the time.
2. Handles marketing tasks, such as telemarketing (cold calls) and market research, giving more priority to Aseana One Building.
3. Assist superiors in meeting clients pertaining to lease and sale of Company's (and its subsidiaries) properties.
4. Helps in organizing, preparing and conceptualizing other marketing collaterals/events, if needed.
5. Helps in maintaining Accredited Brokers file and keeping them updated.
6. Helps in maintaining relationship with the tenants/clients and partners.
7. Properly arrange files as necessary or as assign by superior.
8. Handles inquiries on lease (space/units, land --events) and sale of the Company's (and its subsidiaries) properties.
9. Other administrative tasks as may be assigned by Superiors.