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## Marketing Assistant

### Job Description

<b>Position</b>	Assistant
<b>Location</b>	Port Moresby
<b>Department</b>	Marketing

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**Responsible to:** Marketing Manager

**Position Summary:** The Marketing Assistants responsibilities include assisting with organizing and executing campaigns and administrative functions. This work will be a critical factor for the smooth operation of the Marketing department and the attainment of its goals, as well as for the long-term growth of the company.

**Job Interactions:** This role interacts with both internal and external stakeholders. Internal stakeholders include Fone Haus and the larger Namba Wan Trophy Limited (NWTL) Group of Companies. External stakeholders include suppliers and printing agencies.

### Responsibilities:

- Support the Marketing Manager and team in organizing various projects
- Raise Purchase orders
- Reconcile monthly accounts in a timely manner
- Maintain the newspaper archive
- Monitor and evaluate promotions
- Prepare, disseminate and present Retail Information packs for each promotion in a timely manner.
- Coordinate campaign logistics with CDC
- Coordinate and maintain product spec cards with stores
- Coordinate and monitor media bookings with media and the Graphics team



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- Coordinate and monitor printing with external suppliers and the Graphics team
- Respond to internal stakeholder requests in a timely and professional manner
- Assist with content writing (press releases and radio advertisements)
- Prepare campaign reports in a timely manner
- Assist with conducting brand audits
- Assist with organizing promotional events when required
- Assist the Marketing Manager with conducting marketing research