

## Admin & Marketing Intern

CrescoData is an exciting market leader in the Commerce space. Headquartered in Singapore, it delivers Commerce-in-the-Cloud services to enterprise customers across the globe.

This is a unique opportunity to work in an agile market-leading company in a fast growing sector and work with large global customers. At Cresco we work hard as an energetic tight-knit team, we are hustlers who pull together and have FUN! Come and join us on our journey.

### What we offer:

Culture is something that is really important to us at CrescoData. You'll be joining a friendly, inclusive team that values people, growth, development and fun!

We will be a challenging and fulfilling learning curve for you and a fantastic opportunity to be a value-adding contributor to our fast-growing company. We regularly run weekly company initiatives like fitness bootcamps, team building days, monthly awards for going above and beyond and team events to reward hard work and a great attitude - and we would expect you to be part of this!

### What will you do in your time with us?

As our admin & marketing intern, you will be joining a unique market leading Singapore company with a global culture and mindset.

Working with a wide range of businesses in the APAC region to promote the Cresco Data Platform and sell CrescoData services.

### Marketing duties:

- Work with the management team and external agencies to help deliver the Content Marketing Plan
- Produce the monthly newsletter / support with blogs / social media content and in line with Pitney Bowes (PB) comms guidelines
- Assist with any other marketing brand activities
- Updating of the company internet and intranet
- Monitor the various social media, eg, LinkedIn, Facebook & Instagram
- Update CRM (Hubspot)

### Admin duties:

- Keep updated records of office records like annual leave applications, equipment tracking list, expense claim listing
- MondayBoard updates
- Manage team meeting schedules
- Nectar points & Slack
- Spearhead employee engagement activities

## **Skills and Qualifications:**

**We'd like you to have the following skills:**

- Excel / Powerpoint / GSuite
- Strong attention to detail
- Analytical skills
- Experience updating intranet / websites

**The following tools are required:**

- Social Media Tools
- Web & Analytics Tools (beneficial)
- WordPress (beneficial)
- Mail Chimp (beneficial)
- Design tools (beneficial)
- CRM experience (beneficial)

**We are looking for some who is:**

- Confident, highly organised, flexible and a self-starter
- Good team player, positive attitude, motivated and eager to learn
- Fluency in English, excellent verbal and written communication skills
- Experience with content creation a plus
- Good organisational skills, detail orientated, creative problem-solving skills
- An interest in Tech & Digital is preferable
- Must be eligible to work in Singapore / Possible to work remotely
- Prior internships in marketing, e-commerce platforms, creative agencies will be a bonus.

## **Time Period:**

Please state your availability clearly in your application (Start date, End date). Only full-time interns will be considered ( minimum 3 months).

Please send your CV, a covering letter outlining your experience and why we should pick you, to:  
[jobs@crescodata.com](mailto:jobs@crescodata.com)