



Communications Assistant Job Description

Phnom Penh, November 2018

MAADS, a fast growing hospitality development and management company, is set-up by the founders/operators of several well-known boutique hotels in Phnom Penh and Siem Reap (see www.maads.asia). Projects have a consistent identity: strong characters, great locations, interesting setups and always lots of water and greenery. They are different, respect architectural heritage and provide a personalised service, always placing simplicity as the top priority. Maads continuously strives to contribute to the wellness of its teams, to maximize guests' experience of their destinations and to give pride to its partners.

JOB SUMMARY

Assist the Communications team in all aspects of their duties, ensuring quality and consistent presence of MAADS and its properties on all communication channels on site, off site and digitally, in line with the identity defined for each property and MAADS principals.

DETAILED RESPONSIBILITIES

- Assist on and undertake specific communication and social media projects.
- Keep the Communications team up-to-date with social media trends & industry news.
- Conduct assigned research.
- Assist with launching our loyalty program.
- Help to maintain database of contacts.
- Editing content, as and when required.
- Assist with social media postings and management of social media channels.
- Reply to reviews such as on Google + and TripAdvisor.
- Schedule posts at the Communications Manager's request.
- Ensure that all online content is correct and up-to-date.
- Distribute promotional material, as and when required.
- Help to support the team with video and photo shootings.
- Ensure all communication materials are in line with the Brand's principals.
- Help supervise and coordinate events with the Communications team.
- Maintain excellent and ongoing communication with all sister-businesses and GMs.
- Any other tasks assigned by the Communications Manager.

PROFILE / COMPETENCES

- Basic knowledge of key social media platforms – Facebook, Instagram, Twitter, Google+.
- Interest in tourism, hospitality trends and Asia in particular.
- Able to follow the guidance of the management giving the overall tune of the Brand.
- Able to work and communicate with a team.
- Able to meet deadlines and work to tight schedules.
- Fluent in English (spoken and written). Khmer, Chinese or French being a plus.
- Willing to grow within a small team but big projects, patient, with good team spirit.

REPORT: To MAADS Communications & Digital Marketing Manager.

CONDITIONS

Full time, 9:00 – 6:00 (1 hour lunch break), 5 days per week plus 1 Saturday per month.

Available outside of working hours in case of emergencies.

Evening and weekend work sometimes necessary to meet deadlines or attend events.

Local contract, with a probationary period of 3 months.

Beginning of contract desired end of November 2018.

APPLICATION

Closing date: 19th November 2018

Only shortlisted candidates will be contacted.

Only locally present candidates will be considered.

Please send CV (2 pages max), link to your blog (if any) and cover letter to alice@maads.asia.