

# Job Description

## Marketing Department

### Marketing Intern

#### **Job Objective:**

- Support the Marketing department in daily activities and assigned projects while developing professional skills in **design, video editing, and creative content creation**.

#### **Job Responsibilities:**

- **Graphic Design:** Create marketing materials such as banners, posters, infographics, email templates, and social media posts following brand guidelines.
- **Video Editing:** Edit short videos, reels, TikTok clips, motion graphics, intros/outros for marketing campaigns.
- **Content Production Support:** Assist in brainstorming ideas and scripts for media content across digital platforms.
- **Media Library Management:** Organize and store images, videos for easy future use.
- **Campaign Execution Support:** Assist the team in implementing advertising campaigns, events, and other marketing activities.
- **Perform other marketing-related tasks** as assigned by the manager.

#### **Requirements:**

- Second-year, third-year, final-year students or recent graduates in Marketing, Communications, Graphic Design, Multimedia, or related fields.
- Proficiency in design tools (Canva) and video editing software (CapCut Pro).
- Creative mindset, good aesthetic sense, and the ability to catch social media trends quickly.
- Strong teamwork and communication skills.
- Availability to work at least 2 days per week.
- Honest, responsible, and proactive in work.
- **Preferred:** Basic photography/videography skills or experience in content creation on TikTok, LinkedIn, and Facebook.

#### **Development Opportunities:**

- Work in a **creative and professional** environment.
- **Learn from marketing experts** and participate in real-world projects.
- Opportunity to become a **full-time employee** after the internship period.
- **Structured mentorship** from senior team members.

 **Working Hours:** Tuesday & Thursday

 **Work Location:** 37 Ky Con, Nguyen Thai Binh Ward, District 1, Ho Chi Minh City.

 **Apply:** Send your CV + Portfolio (if available) to [communication@altas.vn](mailto:communication@altas.vn) with the subject **[Marketing Intern] - Full Name**.

