

Position: Marketing Coordinator – Full time job – Ho Chi Minh City
Company: PXP Vietnam Asset Management (PXP)

Responsibilities

- Implement and manage PXP's CRM system
- Act as a coordinator with third-party distributors
- Maintain PXP's email management system and provide weekly report to the portfolios managers on clients' usage
- Classify and monitor potential interest in the funds and send monthly summary to the portfolios managers
- Understand the regulatory framework and the restrictions of marketing in any jurisdiction
- Arrange and co-ordinate marketing trips
- Develop and update necessary marketing materials
- Arrange, attend and take notes at meetings
- Keep in contact with shareholders and potential investors on a regular basis, and monitor the mailing list
- Handle marketing queries
- Update marketing materials
- Manage PXP's website to ensure the latest documents/presentation/information are on line; monitor the website traffic

Requirements/experience

- A minimum 5 years' experience in a similar role
- In depth-knowledge of the role of a CRM system
- Exceptional organizational skills
- Strong communication skills
- Native English speaker
- Strong work ethic with ability to work autonomously and be accountable
- Conduct in line with PXP's principles of integrity and high performance

PXP's profile:

PXP Vietnam Asset Management has been established in Vietnam, Ho Chi Minh City since 2003 and its line of business is Research in Finance.

Company size: 20 employees in Ho Chi Minh City, Vietnam

CV and motivation letter to be sent to careers@pxpvietnam.com