

JOB DESCRIPTION (Career Kickstarter)

Designation	Marketing Associate
School/Department	Temasek SkillsFuture Academy
Number of Position	1
Duration of Role	6 months

KEY RESPONSIBILITIES

In this role, you will gain hands-on experience across content, branding, and event execution in a dynamic marketing team that creates tomorrow with continuing education.

- Support content creation and editing for social media, websites, and eDMs.
- Develop branding guides and templates
- Manage marketing inventories (collaterals, giveaways, event items, etc.).
- Assist in organising events, roadshows, or outreach activities (if applicable).
- Provide general marketing and admin support as needed.

PREREQUISITES

- Qualification in Marketing, Communications, Media, Business, or a related field
- Strong written and verbal communication skills
- Basic knowledge of social media platforms and digital marketing tools
- Familiarity with design tools (e.g. Canva, Adobe Creative Suite)
- Effective presentation skills
- Good interpersonal skills with the ability to collaborate across teams.
- Analytical thinking with attention to detail.
- Able to manage multiple priorities and meet deadlines.
- Positive attitude and willingness to learn.
- Able to work independently with minimal supervision when required.