

## Product Marketing Associate

### Description

The Marketing Coordinator role helps support the evolution, management and governance of TendoPay's brand and trademark across the organization. By managing a portfolio of communications materials and relationship management collateral and overseeing the application of our visual identity, the role helps to ensure that our organization presents itself in a modern, consistent way. The role will also support our communication and transparency commitment to Filipino employees, helping to manage public information outreach efforts to our users.

### Responsibilities

- Provide project management support for all brand and marketing communications related activities.
- Act as point of contact for colleagues on the use of our visual brand identity and corporate communications materials.
- Oversee the use of TendoPay logos and other brand markers across the organization and by external organizations and partners.
- Co-ordinate the update, design, print, and distribution of core corporate communications materials for TendoPay stakeholders and investment audiences.
- Help develop ideas, manage timelines and deploy plans and initiatives for user outreach.
- Assist with the management of projects, workload, and production activities with service providers, including creative agencies, media and research experts.
- Work with team on paid, earned and owned mediums (traditional, digital/social, sponsorships.)
- Deliver on internal ad hoc requests requiring design, digital and creative production.

### Qualifications

- 2-3 years experience working within a corporate or agency environment assisting with marketing management, planning and execution. Experience working in financial services is an asset.
- BA or BS in marketing, brand and/or communications.
- Solid understanding of brand and marketing as a set of organizational processes and behaviors aimed at ensuring a consistent stakeholder experience.
- Exceptional project management skills.
- Monitoring alignment to brand identity standards.
- High-performing team player with a collaborative approach and attention to detail and results-oriented and the ability to manage multiple projects at once.
- The Marketing Coordinator will report to the Chief Commercial Officer.

### Hiring organization

TendoPay

TendoPay operates in Southeast Asia and provides companies and their employees a suite of financial services which include BNPL, salary advance and virtual card.

### Employment Type

Full-time

### Job Location

Manila, National Capital Region, Philippines

### Date posted

December 15, 2022

Apply