



Our Mission, Vision & Core Values

(Who are we ...)

Courageous Creatives - Halo is a group of aspiring and passionate people.

(Our company mission ...)

We are dedicated to filling the world with truly innovative lifestyle furnishings, accessories and design solutions that represent unique, long lasting value and enrich the everyday lives of people.

(Our cultural mission...)

We dare to be different. It brings us discovery, and we know only risks reaps the biggest rewards. Some may find us unusual or odd, we embrace the mavericks because it enriches and strengthen us.

(How we do it ...)

We design, create and distribute winning brands and furniture collections, most notably our flagship collection Timothy Oulton, named after our founder and creative director. Other complementary brands include Halo Est 1976, Bleu Nature and Michael Yeung, as well as a white label furniture and accessory collections, and collaborations like Oxford by Timothy Oulton.

(Where we're coming from ...)

We have a heritage in British hand craftsmanship, a thoroughly international outlook, dedication to Best-on-Planet excellence in everything, and a culture of openness and creativity.

(Our values...)

Passionate Contribution
Intimately Aligned Diversity
Nurturing Trust

These define our Group and what we stand for, actively guiding us in day-to-day work and decisions. As we grow we want to preserve our distinctive culture and the characteristics that make us successful, different and an enjoyable place to work. Living up to our Core Values supports achieving this.



**SCHEDULE 1
JOB DESCRIPTION**

Job Holder:	
Job Title:	Marketing Intern
Based at:	One Island South, Hong Kong
Responsible to:	Brand Activation Manager
Purpose of Role:	To assist the Digital Specialist & Brand Activation Manager in primary areas of Digital, CRM and PR.
Essential skills	
<ul style="list-style-type: none"> • Outstanding written & spoken English • Rigorous and very detail oriented • Ability to deal with different cultures within the same organization • Organizational strength • Strong sense of logic and analytical skills • Flexible to work in an SME environment • Energetic with a strong sense of responsibility • Able to work under pressure and deliver excellent results while acting as a team player • Office pack knowledge (Excel / PPT / Word) 	
Responsibilities	
<p>Assist with:</p> <ul style="list-style-type: none"> • Upload of new content on website including SEO optimization • Analyse website (Google Analytics) and social media channels performance • Help to manage social media account such as Pinterest, Youtube and benchmark other reference brands' social media activity to propose new ideas • Regularly audit partners' communication channels (website, social media channels, newsletter) to propose improvements • Help update social media calendar on a weekly basis and provide a digital report on a monthly basis • Follow-up e-blast design requests within deadlines 	

<ul style="list-style-type: none"> • Organise and analyze CRM database • Develop segmentation to propose specific CRM activities (digital and non-digital) • Help with aspects of Marketing & Communication projects including budget analytics, PR, market analysis
Personal Attributes
<ul style="list-style-type: none"> • Passion for product and the business • Results orientated; shows awareness of goals and standards to show that results and productivity standards are met • Excellent interpersonal skills • Self-starter with a desire to succeed • Ability to plan and execute • Flexible to work in an SME environment • Organised and has the ability to prioritise effectively
Key Performance Areas
<ul style="list-style-type: none"> • TBC

Work Duration: 6 months, full-time Internship (Monday to Friday) with an immediately start

Application Method: Email CV through to HR@halocreativedesign.com and include your availability in the cover email

Application Deadline: 9 April 2017 (Sunday)