

Blue Ocean International Consulting Inc.

Position: Marketing/Admin. Assistant

Location: Vancouver Downtown

Potential Candidates who are:

- ✚ Strong Interested in Education field
- ✚ Outgoing personality
- ✚ Willing to learn and commit the time to complete the required tasks
- ✚ Patient, reliable, able to communicate with International students/schools
- ✚ Work Experience Required. We will train you.
- ✚ English Level: Fluent
- ✚ Second Language: Mandarin (Mandatory)
- ✚ Working knowledge of Word, Excel and PowerPoint
- ✚ Able to work independently

Duties:

- ✚ Web Search- Search and gather information from Websites
- ✚ Assist Marketing Team to promote the service and product
- ✚ Provide service and school info to students (will train)
- ✚ Complete given tasks with given time frame
- ✚ Answering and directing e-mails and phone calls
- ✚ May required to attend some conferences
- ✚ Assist Student Event Planning

