

Junior Assistant (Marketing Department)

(Male/Female) (1) Post

Job Description

1. Social Media Support

- Assist in managing MPU's Facebook, Instagram, LinkedIn and other platforms.
- Prepare posts, captions, and hashtags.
- Monitor inbox, comments, and basic customer engagement.

2. Content Creation

- Creating contents with simple visuals Design using Canva or similar tools.

3. Digital Advertising Assistance

- Assist in setting up Facebook Ads and boosting posts.
- Monitor campaign performance and report daily results.
- Learn targeting, budgeting, and optimization techniques.

4. Reporting & Analytics

- Prepare weekly social media and ad performance reports.
- Track engagement, reach, leads, and follower growth.

Job Specification

- 0-2 years of experience in Digital Marketing (or) fresh graduates.
- Good communication & teamwork skills.
- Attention to detail and honest work ethic.
- Applicants must be under 25 years of age.

Benefit

- Meal & Transportation Allowance

- Organizational refreshment

- Learn new skills on the job

Working Hours (9:00 AM to 5:00 PM)

Off Day (Saturday, Sunday & Public Holiday)

If you are interested in this position, please contact us at this email

(mpuadmin@mpu.com.mm)