



URGENT NOTICE OF JOB OPPORTUNITY

Position: Marketing/Administrative Assistant

Location: Philippine Department of Tourism-London Office

Salary: According to prevailing rates in the UK

Status: Project Hire (on monthly contract)

The position requires handling of tourism promotions projects, programs and activities for the travel trade and consumers in the UK/other areas of jurisdiction for Q4 2021 together with the PDOT London Team.

Qualifications:

1. Must possess a university degree and/or relevant work experience/certifications
2. Must be fluent in spoken and written English
3. Has a valid police clearance certificate issued by the concerned UK agency
4. Must pass the appropriate examination and background check
5. Must be physically fit to assume the duties and responsibilities of the job as shown by a physician's certification
6. Must have an understanding of the tourism industry, various promotions activities and platforms
7. Experience in the tourism industry specifically destination promotions, marketing, events/project management or other consumer-facing work is an advantage
8. Must be proficient with Microsoft Word, Excel, PowerPoint and Adobe
9. Must not have relatives within the 3rd civil degree of consanguinity or affinity and private staff of Foreign Service Personnel at the Philippine Embassy in London and holding official or diplomatic passports

The prospective hire must be flexible in terms of work arrangement due to activities and projects which may not fall within weekdays and for requirements needing urgent attention/output and be able to work as part of a team and comply with the administrative and financial rules and regulations of the Philippine Department of Tourism.

Please send your latest CV and copy of passport data page or passport data page and valid UK visa to admin@itsmorefuninthephilippines.co.uk before September 10 2021. All documents submitted will be treated with full confidentiality.

Thank you.