

SOCIAL MEDIA INTERN

- **Location:** Bukit Merah
 - **Hours:** 5 days a week, 9am til 6pm
 - **Salary:** \$900 to \$1,000 per month, pro-rated for part time
-

About the Company

Hotlotz is an auction house in Singapore, established in 2015, and currently holding 30+ sales each year. These include general sales, such as our flagship monthly 'Interiors & Collectibles' sale, and specialist sales of Asian Ceramics, Jewellery & Watches, Fine Art & Peranakan Works of Art.

It is an exciting time for the business as we are entering a period of planned expansion. We have recently moved into larger premises and are increasing the volume, range and quality of our sales.

About the Role

Hotlotz is looking to recruit a Social Media Intern. You will be an important part of our team, supporting our Director of Operations. Previous auction house experience is not required however an interest in our industry and the types of items that we sell is desirable.

You will have the opportunity to pick up different skill sets such as Photography, Graphic Design as well as Social Media management.

We are looking for someone who can commit for at least 6 months.

SINGAPORE'S AUCTIONEER SINCE 2015

Hotlotz Pte Ltd | 28 Jalan Kilang Barat, Singapore 159362
Registration Number 20154698M | hotlotz.com | hello@hotlotz.com | T +65 6254 7616

SOCIAL MEDIA INTERN

Key Tasks & Responsibilities

- To develop and implement our marketing strategy, driving brand awareness, user acquisition and user retention
- To plan and execute digital marketing campaigns, including direct emails, Facebook Ads, Instagram Ads, Google SEO/SEM, and display advertising campaigns
- To develop content for our website and social media platforms, and our marketing collateral, to achieve our engagement goals
- To provide technical assistance and day-to-day support to our photography team

Required Skills

- A qualification in Mass Communications/Advertising/Marketing/Digital Marketing would be desirable
- Fluency in Mailchimp, InDesign, Photoshop and Illustrator
- Experience in optimizing Facebook/Instagram Ads & Google AdWords' campaigns and measuring KPIs and performance metrics
- A strong sense of ownership and personal accountability
- Good communication skills
- Excellent English written and verbal communication skills.

To Apply

Please send a CV and covering letter via email to **jackson@hotlotz.com**.

All applications will be treated in confidence. Only shortlisted candidates will be notified for interview.

SINGAPORE'S AUCTIONEER SINCE 2015

Hotlotz Pte Ltd | 28 Jalan Kilang Barat, Singapore 159362

Registration Number 20154698M | hotlotz.com | hello@hotlotz.com | T +65 6254 7616