



JUNIOR MARKETING ASSOCIATE

Build Your Career at Valens Research

Valens Research is a high-end boutique research firm headquartered in Cambridge, Massachusetts with our Asia headquarters in Metro Manila at PSE Tektite. Our clients include some of the largest and most successful investment firms, consulting firms, and corporations. We are recognized for revolutionizing how business performance analysis and valuations are conducted.

Our business and investment analysis utilizes some of the most advanced frameworks in the industry, many of which have been pioneered by our President & CEO, Professor Joel Litman (www.joellitman.com).

Our digital marketing, publishing strategies, and copywriting are as advanced as our financial analysis. Our marketing capabilities have been heralded as some of the best in our industry.

Compensation is highly competitive for the industry. Comprehensive benefits. Opportunity to work from home. Significant training opportunities.

Of note, our CSR efforts in corporate social responsibility are some of the most extensive of any firm our size in the Philippines. We are dedicated to our communities, and the Philippine people in several major community development initiatives.

This is your opportunity to work for a great firm, with a great sense of dedication to our employees and our communities.

Junior Marketing Associate

- Full-time position
- Willing to work weekend shifts (Saturday and Sunday)
- Philippine Stock Exchange Center, Ortigas, Pasig City

Valens Research Asia is in need of a full-time Junior Marketing Associate whose main responsibility is to work with the Head of Marketing and the rest of the Marketing team in planning effective marketing efforts for the company. The scope of responsibilities will include providing admin services to clients/executives, advertising, PR, events, and sales. Valens has conducted multiple events – seminars, training, workshops, masterclasses, etc. – all over the globe and is on its way to organize more.

The Junior Marketing Associate will report to the Head of Marketing and will be responsible for the following.:

- Assisting with tasks given by the Head of Marketing
- Production and standardization of marketing materials
- Reports and presentations
- Market research

2803-D West Tower, Philippine Stock Exchange Center
Exchange Road, Ortigas Center
Pasig City, 1605, Philippines



- Analyzing questionnaires
- Tracking of Key Performance Indicators related to marketing efforts
- Assisting with client communications
- Assisting with promotional activities
- Visiting of customers/external agencies
- Customer service relations
- Executive Assistant tasks for clients/executives

The job will be full time, with hours to be worked from 9:00 am to 6:00 pm for 5 days including the weekend shifts. The days off will be during the weekdays and will be discussed during the application process.

The position is open to anyone with an associate's or bachelor's degree and satisfactorily fits the qualifications below:

- Relevant previous marketing experience
- Familiar with the basics of Microsoft Word, Excel, and PowerPoint
- Can follow instructions properly
- Quick learner and diligent
- Independent and high-quality worker
- Strong communication and interpersonal skills
- Strong organizational skills and attention to detail
- Works well with others
- Works well under pressure
- Fluent in English and Filipino

A degree in Communications or Marketing is desired but not required.

Next Steps:

If you strongly believe that this job position is a fit for you, please write an email with ALL of the following:

1. Up-to-date Resume
2. Concise Cover Letter to convince us to hire YOU over someone else
3. Subject line should be "Applying for Jr. Marketing Associate Position at Valens Research"

Please make sure you have accomplished all of the above then send the application to apply@valens-research.com. Incomplete application emails will be ignored.

We are located at the Philippine Stock Exchange Center (Tektite)
2803-D West Tower, PSE Tektite, Exchange Road, Ortigas Center, Pasig City