

**Company Intro:**

ParkView City stands as Pakistan's premier real estate developer, with a robust international presence across the UK, Saudi Arabia, and UAE. Nationally, we've established strategic offices throughout Pakistan's key urban centers—Lahore, Karachi, Multan, and Peshawar—while our headquarters remain anchored in Islamabad. With a dedicated workforce exceeding 1,200 professionals, we're setting new standards in property development nationwide. Currently, ParkView City Islamabad is looking to hire following resource for its Marketing Department.

**Job Title:** Marketing Executive/Assistant

**Job Location:** Islamabad

**Job Summary:**

We are seeking a creative and detail-oriented **Marketing Executive/Assistant** professional to join our team. This role involves capturing high-quality photos and videos for our brand while also supporting the marketing team with content creation, campaign execution, and brand promotion across various platforms.

**Key Responsibilities:**

- Coordinate and follow up on multiple concurrent assignments, ensuring deadlines and deliverables are met.
- Prepare reports, presentations, and documentation as needed for internal and external stakeholders.
- Monitor project progress, provide status updates, and flag potential delays.
- Coordinate and plan events/shoots in collaboration with the marketing team.
- Support photographers to capture professional photos and videos for products, events, promotions, and branding.
- Review, edit and retouch photos/shoots to align with brand aesthetics.
- Assist in creating content for social media, websites, newsletters, and print materials.
- Help execute marketing campaigns, events, and promotions.
- Support branding consistency across all visual assets.

**Requirements:**

- Proven experience in photography
- Basic knowledge of marketing principles and social media platforms.
- Proficiency in Adobe and Canva
- Good communication and organizational skills.
- Ability to multitask and work both independently and in a team.

**Preferred Qualifications:**

- Bachelor's Degree in Marketing, Media, or related fields.
- Experience in videography and video editing is a plus.

Interested candidates can share profiles at [hrm@parkview.pk](mailto:hrm@parkview.pk)