

Marketing Operations & Analytics Assistant

Deadline:

01-11-2026

General Overview of the Job:

SGL Manila is looking for a Marketing Operations & Analytics Assistant to support the Global MarCom team with data tracking, folder structure, SharePoint pages, automation & AI. The main purpose of this role is to bring structure and clarity to Global MarCom's data, reporting and digital resources. This includes maintaining marketing data, dashboards, trackers, folder structures and shared documents, including creating SharePoint pages. You'll join a team with four great colleagues in Manila and connect closely with the Global MarCom team in Denmark and stakeholders across the wider company.

Job Duties and Responsibilities:

- Collect, structure and maintain data from social media platforms, PR activities and website analytics.
- Support with regular reporting and performance overviews.
- Prepare clear data summaries that help MarCom understand reach, engagement, traffic, PR visibility and communication impact.
- Support the development and maintenance of internal dashboards, trackers and reporting overviews.
- Help identify opportunities to simplify recurring processes and how we manage and share tasks in the team.
- Maintain the Global MarCom SharePoint, create additional SharePoint pages, templates and guides.
- Keep folder structures, naming conventions and document libraries organised, logical and easy to navigate.
- Ensure shared documents and digital materials are continuously updated, accurate and aligned.
- Support coordination of MarCom requests, timelines, follow-ups and operational documentation.
- Maintain shared lists, trackers and resources used by the Global MarCom team and regional stakeholders.

Minimum Qualifications:

- Bachelor's degree in Marketing, Business Administration, Information Systems, Data Analytics, Communications, or a related field. Relevant practical experience in reporting, digital tools, or marketing operations may be considered in place of a directly related degree.
- 1–3 years of experience in marketing support, data/reporting, digital communications, or a similar role.
- Experience with marketing performance tracking across social media, website analytics, PR reporting or digital communication platforms.
- Strong Excel and data handling skills, including the ability to structure, clean and maintain tracking files.
- Proficiency in Microsoft 365 applications, especially SharePoint, Teams, Excel, PowerPoint and Word.
- Ability to create and maintain SharePoint pages, document libraries and structured digital workspaces.
- Comfortable working with dashboards, trackers and reporting overviews that support better internal decision-making.
- High level of proficiency in spoken and written English.
- Structured, reliable and detail-oriented, with a strong sense of ownership and follow-

Contact person:

Jose Manuel Catindig

Office:

Manila, Alabang (SSC),
Philippines

Location:

Alabang–Zapote Road, 1780,
Muntinlupa

through.

- Curious, proactive and comfortable asking questions to understand needs and improve ways of working.