

Advertising & Promotion Executive

Job Descriptions:

- Assist in executing overall Company's A&P activities and events, such as Roadshow, Exhibition/Book Fair, Seminar and Workshop;
- Assist in preparing advertising and promotional material to increase sales of products, working with customers, Company officials and sales departments;
- Assist in maintaining public and media relations with media, local government or non-government educational bodies;
- Tie-up with other corporate entities in promoting Company's publications;
- Assist in A&P materials development such as POSM, press release, leaflet and others;
- Manage day-to-day social media activities on Facebook;
- Respond promptly to customer inquiries;
- Other ad-hoc marketing assignments as may be required from time to time.

Job Requirements:

- Minimum a Diploma/Degree in Advertising/Media/Marketing;
- Required language(s): Bahasa Malaysia, English and Mandarin;
- Ability to speak Mandarin is an added advantages;
- At least 2 year(s) of working experience in the related field is required for this position;
- Willing to travel within Malaysia;
- Willing to work on Saturdays, Sundays and Public Holidays if there necessary;
- Applicants must be willing to work in Bandar Baru Bangi.

Required document:

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with a recent passport-sized photography;
- Transcripts from SPM to current level;
- NRIC photocopy;
- Latest 3 months payslip.