

NON - ACADEMIC POSITION		Closing Date: 31st January 2021
Position 1: Executive (1 position)		
Location : IIUM Schools Sdn Bhd, Gombak, Kuala Lumpur		
Department	Status	Expected Report Duty
Corporate Affairs	Contract	February 2021

Job Description:

Business Development

1. To identify new business opportunities suitable for IIUM Schools Sdn Bhd.
2. To lead the Business Development team on feasibility studies of any business opportunities for IIUM Schools Sdn Bhd
3. To engage in planning and development of new product and implementing special programs or project to generate additional profit for IIUM Schools Sdn Bhd such as English Summer Camp, Tuition Class, English Communicative Program, etc.
4. To facilitate, monitor and if necessary galvanize the delivery of IIUM Schools Sdn Bhd Business Development Plan/Projects.
5. To compile and submit to the Corporate Affairs Manager the first draft of each new Business Development Plan/Projects.
6. To liaise with other organizations and relevant authorities in furtherance to achieve business objectives.
7. To established necessary partnership with other reputable business organization and educational institutions.
8. Keep records of sales, revenue, invoices etc.
9. Provide trustworthy feedback and after-sales support
10. Build long-term relationships with new and existing customers
11. Develop entry level staff into valuable salespeople

Marketing

1. To promote International Islamic School Malaysia and Sekolah Setiabudi program through many kinds of media such as Social Media, Website, Internet, Newspaper, Magazines, etc.
2. To manage presentation to the prospective students, parents and other clients.
3. To provide all information about International Islamic School Malaysia and Sekolah Setiabudi.
4. To propose and provide many kind of materials related to marketing purpose and advertisement such as company profile, brochures, flyers, etc.
5. To organize and develop extra program such as Summer Camp, English Courses, Religious Activities, etc.
6. To handle all related matters on Board of Director's meeting.
7. To handle all visitors or delegations who are coming to the company or the company events.
8. To prepare meeting minutes and reports for Marketing meetings.
9. To participate in the International Islamic School Malaysia and Sekolah Setiabudi Open Day.

WORK SMART, BE PROACTIVE
Courage, Discipline, Trustworthiness, Loyalty, Diligence

10. To prepare report or breakdown problem for operation matters to the Corporate Affairs Manager.
11. To attend all meetings and discussions organized by the Department.
12. To perform any additional task and responsibilities assigned by the Corporate Affairs Manager.
13. To perform any additional task and responsibilities assigned from time to time by the Corporate Affairs Manager and IIUM Schools Sdn Bhd Management.
14. To participate in all Local and International Education Exhibitions.

Cambridge International Examination Centre

1. To promote and develop Cambridge International Examination Centre as a profitable business entity
2. To design and develop new education program as new products to generate additional income to the company
3. To expand the Cambridge International Examination Centre as an educational entity to serve the stakeholders, students, parents, community and the nation.
4. To lead a team of marketing staff to be an effective marketing agents so as to generate new income to the company.

Job Requirements:

1. Candidate must possess at least Diploma/ Bachelor in Office Administration or related field.
2. At least 1 – 2 year(s) of working experience in the related field is required for this position.
3. Proficiency in English writing and speaking.
4. Good communication and interpersonal skills.
5. Well versed in Microsoft Office applications.
5. Must be responsible person, good attitude and team work.
6. Flexible and willing to work unsocial hours.
7. Pleasant personality and able to interact with people of all levels.
8. Must be self-motivated, multitask, independent, details-oriented & responsible person.