

NON - ACADEMIC POSITION	Closing Date: 3rd May 2021
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Position 4: Executive (1 position)

Location : IIUM Schools Sdn Bhd, Gombak, Kuala Lumpur

Department	Status	Expected Report Duty
Corporate Affairs	Contract	June 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.

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.

Job Requirements:

1. Candidate must possess at least Diploma/ Bachelor in Marketing, Mass Communications, Business Studies 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.
6. Must be responsible person, good attitude and team work.
7. Flexible and willing to work unsocial hours.
8. Pleasant personality and able to interact with people of all levels.
9. Must be self-motivated, good PR, negotiation skill, result oriented & able to meet tight deadline with multi-tasking abilities.