

**NON-ACADEMIC POSITIONS****Closing Date: 30<sup>th</sup> September 2022****Position 4: Executive (1 position)****Location : ISSB Management Office, Gombak, Kuala Lumpur**

<b>Department</b>	<b>Status</b>	<b>Expected Report Duty</b>
Corporate Affairs	Full Time	October 2022

**Job Description:**

1. Responsible for business development activities.
2. Create strong networks of people to enhance collaboration between the company and clients.
3. To lead, develop and manage channel business.
4. To identify and develop new business opportunities.
5. To retain, further improve and increase sales revenue of the Company.
6. Develop entry level staff into valuable salespeople
7. To design and develop new education program as new products to generate additional income to the company.
8. To promote International Islamic School Malaysia and Sekolah Setiabudi program through many kinds of media such as Social Media, Website, Internet, Newspaper, Magazines, etc.
9. To provide all information about International Islamic School Malaysia and Sekolah Setiabudi.

**Job Requirements:**

1. Candidate must possess at least Bachelor's Degree, Professional Degree in Marketing, Mass Communication, Business Studies or related field.
2. At least 2 – 3 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. Able to work in team.
6. Pleasant personality and able to interact with people of all levels.
7. Willing to travel.