

NON-ACADEMIC POSITIONS**Closing Date: 30th November 2022****Position 2: Executive (1 position)****Location : ISSB Management Office, Gombak, Kuala Lumpur**

Department	Status	Expected Report Duty
Corporate Affairs	Full Time	Immediate

Job Description:

1. To be responsible in online/E-Marketing through the website and other online based medium.
2. To design and publicize, advertisements, brochures, banners, bunting, flyers and other related matter for marketing tools.
3. To maintain, update and manage the company and the schools website.
4. To develop, maintain, update and any other task related to social media account.
5. To monitor and improve the performance of the Company and schools websites.
6. To participate in photographing events, editing, write stories and write-up and update it in the website and other social media medium. Eg: Facebook, Instagram, Twitter, etc.
7. Keeping up to date with changes and advances in social media and advising on new channels and approaches to adopt.

Job Requirements:

1. Candidate must possess at least Bachelor Degree / Diploma in Computer Science / Design or a related field is preferred.
2. At least 3 years of managing websites or e-commerce working experience.
3. Proficient in HTML, CSS, Javascript, DIVI template, Adobe Illustrator, Adobe Photoshop, Wordpress and Video editing skill is preferred.
4. Able to multi task in a fast paced work environment, details-oriented & responsible person.
5. In-depth understanding of the entire web development process (design, development and deployment).
6. Good in interpersonal skill, human relation and written/verbal communication skills in English.
7. Able to work with minimal supervision & at the same time, good team player.

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