



CAREER OPPORTUNITY AT IIUM SCHOOLS SDN. BHD.

Immediate Job Vacancy at ISSB

- Non Academic Position
- Academic Position

NON-ACADEMIC POSITIONS		Closing Date: 30 April 2024
Position 1: Admin Assistant (1 position)		
Location : International Islamic School Malaysia, Kuantan, Pahang		
Unit	Status	Expected Report Duty
VISA & Marketing	Full Time	Immediate
Job Description:		
<u>VISA:</u>		
<ol style="list-style-type: none">1. Responsible for providing the client with advice and guidance on how best to obtain required documentation to migrate internationally and how to complete this process smoothly.2. To oversee the completion of all relevant visa and immigration documents and ensure that they are received within the time limit set by the government.3. to ensure that all of the information provided by the client is accurate and correct, preparing and checking all legal documents.4. Must be able to help the client to obtain Visas, extensions, Special Pass and other documentation required.5. Must take full responsibility of all Immigration issues and operations, remaining up to date with any changes to legislation.6. To update the students, parents, guardian and staff particulars from time to time.7. To prepare any documents to support students, parents, guardian and staff recommendation for visa application and other related matters.8. To acquire and prepare all related documents to support the application related to Ministry of Education (MoE) and Immigrations approval.		
<u>Marketing:</u>		
<ol style="list-style-type: none">1. To assist in conducting talks and briefing during promotion of International Islamic School Malaysia (Kuantan).2. To entertain students, parents, visitors that who queries about International Islamic School Malaysia (Kuantan).3. To attend to all letters from company/promoter/exhibitors/etc.		

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



CAREER OPPORTUNITY AT IIUM SCHOOLS SDN. BHD.

4. To handle and update the marketing filing and system.
5. To schedule and arrange all types of administrative and advertisement for school's intake.
6. To send pamphlets, brochures, flyers and other marketing printing materials to strategic places such as mosque, shopping mall, and potential customer.
7. To participate in the International Islamic School Malaysia Open Day.
8. To participate in all Local and International Education Exhibitions.

Job Requirements:

1. Candidate must possess at least Diploma / Professional Certificate in Marketing / Mass Communication or equivalent
2. At least 2 years in marketing working experience.
3. Able to multi task in a fast paced work environment, details-oriented & responsible person.
4. Good in interpersonal skill, human relation and verbal communication skills in English.
5. Pleasant personality, patient and polite attitude.
6. Flexible and willing to work during unsocial hours.
7. Able to work independently and in a team.