

VACANCY NOTICE

REF: C26052023

POSITION	ASSISTANT MANAGER, MarComm
LOCATION	PETALING JAYA
INDUSTRY	EDUCATION
TYPE	FULL-TIME/ CONTRACT <i>Note: ALL employees are required to hold a contractual employment which is renewed yearly based on employee performance.</i>

JOB SUMMARY

- Assist the Head of Sales & Marketing to execute sales projects and initiatives.
- Set up and manage all communications and marketing, ensuring high quality and creative campaigns.
- Create, coordinate and monitor press and social media presence, maximising opportunities for impact.
- Develop and maintain excellent relationships across the range of our stakeholders.
- Support development and delivery of Saito UC's Communication plan.
- Create effective marketing materials for use in a range of media to meet the needs of the audience including compiling a regular newsletter, video content, leaflets and posters.
- Create and coordinate the design of promotional material and distribute in online and offline channels.
- Monitor and coordinate social media pages and website.
- Reporting of campaigns of target groups for review by the communications group.
- Ensure that the brand is represented in the best possible light at all times.
- Be the main communications lead for projects, ensuring that messages from the network are clear, controlled and in good time.
- Monitor the online chat and telephony services, providing specialist communications support when required.
- Ensure all promotional materials are up to date (prospectus, flyers, buntings, etc...)
- Work with advertising agency to ensure that Saito UC is constantly and well represented in the digital space.
- Any other tasks that maybe assigned from time to time.

JOB REQUIREMENTS

- Bachelor's Degree in Business Studies/ Administration/ Management/ Marketing / Mass Communication or any relevant field
- At least 4-5 years of relevant working experience
- Candidates with prior experience in MarComm and/or education industry are a plus
- Self-motivated with a results driven approach and ability to work pro-actively.
- Enthusiastic and confident with strong communication skills, both written and spoken.