

## **JOB VACANCIES**

### **PROGRAM COORDINATOR (Job Code : PC)**

Requirements :

- Female, age max 30 years old
- Min D3 graduate or equivalent
- Study majors in communications, MICE, PR are considered as advantage
- Min 2 years of professional working experience, preferably in service/hospitality industry
- Fluent in English – verbal and written
- Fluent in MS Office
- Knowledge / skills of graphic design is an advantage
- Good presentation skills
- Logical and creative in researching for project needs
- Well organised and discipline

Job Description :

- Develop program and activity ideas into production
- Organise logistics and set up of the program and activity
- Coordinate with relevant institutions in delivering the program and activity
- Maintain database of attendees
- Create and execute promotion plan for the program and activity

### **PROJECT EXECUTIVE (Job Code : PE)**

Requirements :

- Male/Female, age max 25 years old
- Min D3 graduate or equivalent
- Professional working experience is preferred, however, fresh graduates are welcome to apply
- Fluent in English – verbal and written
- Fluent in MS Office
- Good presentation skills
- Result oriented and self driven

Job Description :

- Maintain contacts with customers and potential customers : by phone, emails and visits
- Sell exhibition space, sponsorship packages and other items
- Data mining for new potentials
- Liaise with relevant trade associations or organisations to garner support

### **HOW TO APPLY**

- Application for the positions should be made in English and please include a cover letter and your credentials (diplomas, grade report, reference letter, etc) when submitting your application.
- Please attach your most recent photograph.
- Application may be submitted via email to [vacancy.ptmas@hotmail.com](mailto:vacancy.ptmas@hotmail.com)