

Job Description

Organisation:	PERGAS
Job Title:	Assistant Executive, Corporate Communications
No. of Reportees:	N.A.
Job Grade:	
Position Reports to:	Acting Senior Executive, Corporate Communications

General Purpose of Position:

The Assistant Executive, Corporate Communications supports the corporate communication functions of the organisation by assisting in marketing and welfare projects based on the operating processes and practices; and in accordance to the action plan.

Main Duties

- Assist in creating content to deliver consistent and desired organizational image and positioning
- Assist in Pergas fundraising efforts through online and mass media promotion
- Ensure all collateral are in line with Pergas branding guidelines
- Liaise with vendors and designers to ensure that the organization's collaterals are prepared and up to date
- Assist in administering financial & non-financial welfare assistance to Pergas beneficiaries
- Perform any other duties as required by Supervising Officer

Education and Experience:

- Diploma in any disciplines / Diploma in Digital Media or Marketing is an advantage
- At least 1 year of experience in a marketing communications role
- Familiar with the expectations of a Volunteer Welfare Organisation

Profile:

- Able to work in a fast-paced and demanding environment
- Adept at working individually with minimal supervision and also with varied teams and workgroups
- Self-motivated and dependable
- Attentive and proactive
- Honest and trustworthy
- Flexible, open-minded and resourceful
- Able to think outside the box

Job Description

Type of Skills and/or License or Certification Required:

- Adept at strategic marketing specifically in advertising campaign
- Familiar with Adobe software (Photoshop, Illustrator & Premiere Pro)
- Adept in building long-term relationships with media agencies
- Possess a good sense of digital marketing trends and demographics and their changing needs with regards to media access channels (e.g. social media networks etc.)
- Adept at liaising with internal and external stakeholders
- Ability to collate and articulate market data/information in a meaningful manner
- Excellent service orientation skills
- Good interpersonal skills
- Good time management
- Proficient in English, Arabic and Malay language
- Good organisational skills
- Adept at multi-tasking
- Strong verbal and written communication
- Well-versed in Microsoft Office software suite

Internal/External Contact:

- External - Vendors/suppliers, Clients, Members
- Internal - Staff members

Physical Work Environment:

- Not limited to desk-job in an office setting