

JOB DESCRIPTION

Designation : **Marketing & Communication Executive**

Staff Category: **E**

Unit : **Marketing & Partnerships**

Location of Work: **MNS HQ**

Immediate Supervisor: **Marketing & Partnerships Manager**



Purpose of Job

The main objective of this position is to support the Marketing & Partnerships Manager in generating funds for the Society.

The incumbent also contributes to efficient day to day operations, administrative and other tasks in relation to the M&P Unit.

Supervisory Duties - N/A

Operative Duties

The incumbent is required to perform a range of duties including but not limited to:-

1. Responsible to implement Marketing or Corporate Social Responsibility (CSR) campaigns
2. Responsible to prepare project proposals of high quality and in accordance with client's requirements and in timely manner.
3. Acts as the lead person to coordinate promotional activities and events
4. Responsible to create and manage social media of MNS's CSR initiative and activities .
5. Responsible to maintain and update database of MNS's corporate partners.
6. Responsible to manage relationship with media, relevant agencies and other stakeholders
7. Responsible to develop content for MNS publications.
8. Undertaking any additional tasks or duties that may be reasonably requested.

The incumbent is also expected to take part and work with sincerity in all undertakings of MNS, although the focus of that particular activity or programme might not be within the area of his/her job description.

He/ She is also required to demonstrate competence in the following areas:-

a)Relationships: Maintain positive working relationships with immediate supervisor and with other colleagues.

In the absence of your Immediate Supervisor, you should consult the **Executive Director** with regards to all tasks and duties.

b)Communication: Excellent oral and written communication skills in both Bahasa Malaysia and English.

c)Teamwork: It is essential to work collaboratively with the team and maintain a professional demeanour, including the ability to communicate politely and effectively with colleagues and external stakeholders.

d)Initiatives: Ability to work on own initiatives when necessary and especially on behalf of the **Marketing & Partnerships Manager** in carrying out specific duties. Initiatives also required to be demonstrated relevant to the area of designated responsibilities in the event of emergencies or when urgent attention is required particularly when the **Marketing & Partnerships Manager** is away from the office and not available for advice.

e)Organization: Excellent time management skills, attention to detail, and the ability to prioritize and meet multiple deadlines.

f)Knowledge: Possessing sufficient knowledge and expertise in the designated area of responsibility in order to deliver all assigned tasks and duties successfully. A good level of IT/computer skills, as well as working knowledge of email, internet and MS Office is also required.

Job Specification or Experience

1. Minimum of one or two years of work experience in a related field.
2. Prefer candidates who possess a diploma/degree in either Communications Marketing or Science
3. An individual who is able to meet tight deadlines with high level of commitment.
4. Candidate who is energetic, having high motivation and strong self discipline will have an advantage.
5. Incumbent who is creative, resourceful, customer focus and result oriented will be preferred.

Authority, Confidential and Resources

1. There is no budget authorisation for this position.
2. Privileged access to confidential data and information (both technical and financial information) which should not be divulged to others without the prior written consent of the **Marketing & Partnerships Manager** or until such time as such knowledge and information otherwise becomes generally available to the public through no fault of the incumbent.

The incumbent will also agree at all times during his/her term of employment with MNS and thereafter, to hold in strictest confidence and not to use, except for the benefit of the Society any confidential information of MNS.

Reviewed and signed by:

Executive Director
Date :

Marketing & Communication Executive
Date: