



## IJN COLLEGE

**We are looking for suitable and qualified candidate for the following position:**

### **JUNIOR EXECUTIVE (CONTRACT) IJN COLLEGE**

#### **Responsibilities**

- Assist and participate in general administration and administration of academic programmes offered by College.
- Assist and participate in training programmes and events conducted by College.
- Assist and participate in student affairs, welfare and activities.
- Assist and participate in marketing programmes inclusive but not limited to physical events and digital marketing.
- Assist and participate in recruitment activities and alumni activities.
- Perform other ad-hoc task assigned by the management.

#### **Requirements**

- Possess Bachelor in Office Management System, Business administration / Marketing or equivalent.
- Computer literate (Microsoft Office application).
- Possess operational knowledge of social media and web-related technologies.
- Possess good communication, interpersonal skills and organization skills.
- Self-motivated, team player and enthusiastic.
- Preferably two (2) years working experience in education institutions.

#### **Closing Date**

8<sup>th</sup> April 2021

**Talent Acquisition Unit  
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.  
Only SHORTLISTED candidates will be contacted.**