



## IJN COLLEGE

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

### **MARKETING ASSISTANT (TEMPORARY) IJN COLLEGE SDN. BHD.**

#### **Responsibilities**

- To perform promotion activities for programmes offered by IJN College Sdn. Bhd. (IJNC) inclusive through social media.
- To provide counseling and advise on career and academic planning for potential students.
- To participates in the development of student recruitment plans, strategies & marketing plan and activities.
- To develop partnerships between the college & schools and serves as a liaison officer.
- To create database of potential students.
- To creates and distributes resources materials for student recruitment, analyzes trend in recruitment and develop strategies for program evaluation.
- To prepare reports & proposal and respond to inquiries from students.

#### **Requirements**

- Diploma in Marketing or equivalent.
- Possess good communication skills and interpersonal skills.
- Experience in student recruitment or marketing.
- Minimum 2 years working experience as Laboratory Assistant in any college /
- Able to handle stressful and difficult situation.
- A team player, multitasking and high commitment

#### **Closing Date**

31<sup>st</sup> May 2022

#### **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.**