



INSTITUT JANTUNG NEGARA
National Heart Institute

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

EXECUTIVE

CORPORATE COMMUNICATIONS DEPARTMENT

Responsibilities

- Able to create engaging content for various platforms, including press releases, articles, speeches, social media, website, email, and newsletters.
- Able to create and develop simple video, creative and graphic design.
- Able to collaborate with team members to coordinate events, trade shows, exhibitions, and other internal and external activities.
- Able to work closely with other departments, stakeholders, and partners to align communication strategies with overall business objectives.
- Assist in producing internal and external communications, such as patient education material, marketing material, newsletters, annual reports, memos, and announcements.
- Assist in organising press conferences, product launches, and media events to showcase the company's achievements and announcements.
- Assist with other general administrative and communications support.

Requirements

- Bachelor's Degree in Mass Communication/ Journalism/ Public Relations or a related field.
- Relevant work experience in corporate communication, journalism, public relations, or related roles.
- Familiarity with industry best practices and trends in communication
- Excellent written and verbal communication skills
- Demonstrate basic knowledge of principles and practices of branding and communications
- Demonstrate skills in copywriting, proofing, and editing skills
- Demonstrate proficiencies in office productivity tools (e.g. Excel, Word and PowerPoint)
- Demonstrate strong organisational skills and attention to detail
- Ability to handle sensitive and confidential information.
- Proficiency in digital tools, social media platforms, and content management systems.
- Knowledge of design software and video creation is a plus.

Closing Date

3rd October 2023

**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.**