



You are someone unique.
You share our passion.

Join us today



St. John's International Secondary School

Marketing Executive

Responsibilities

- Assisting the Marketing Manager in increasing the School of Management's availability by:
 - + Responsible for PR purposes and writing releases.
 - Creative input into new advertising campaigns and
 - + liaison with advertising agency.
 - Coordinating, representing and promoting at exhibitions both nationally and internationally,
 - + providing market analysis post-event and ensuring that exhibition inquiries/ leads are promptly followed up.
- Gathering content for an e-newsletter.
- Updating the School's Facebook and Twitter accounts.
- Updating information about the School on external websites and directories.
Creating fresh and up-to-date web content.
- Preparing marketing collateral for the School's activities.
- Preparing PowerPoint presentations for recruitment events and conferences.
- Coordinating and writing the School's entries into University prospectuses.
- Assisting the Marketing Manager in compiling media plans.
- Responsible for the School's publicity stands and other events-support material, Selection and ordering of promotional merchandise for exhibitions, managing the stock of all marketing collateral and collate information for in-house publications.
- Responsible for PR purposes and writing releases.
- Creative input into new advertising campaigns and liaison with advertising agency.
- Coordinating, representing and promoting at exhibitions both nationally and internationally, providing market analysis post-event and ensuring that exhibition inquiries/ leads are promptly followed up.

Join the SJIS team! apply now!



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What we need?

- Candidate must possess at least a Diploma, Advanced/ Higher/ Graduate Diploma, Bachelor's Degree, in any field.
- At least 2 years' experience preferably in Education.
- Required skill (s): MS Windows/ MS Office
- Required Languages: Mandarin, English & Bahasa Malaysia.
- Excellent interpersonal skill & customer oriented

Personal Data Protection Notice

As part of any recruitment process, SJIS collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Closing date

30th September 2021

To Apply

To apply, please email the following documents and state the exact title of the job you applied for to hr@sjis.edu.my:

- + Updated Resume
(including current and expected salary)
- + Cover Letter
- + Academic Transcripts

You will receive an acknowledgment email if we have received your application. Your application will be reviewed by our recruiters and only shortlisted candidates will be contacted for the next stage. If you do not receive any feedback after the submission of your application within two months, it is considered unsuccessful. However, we might reach out if we find another opening that matches your skills, interests, and experience. Please note that applications by mail or courier will not be accepted.

Successful applicants can expect a collegial work environment and generous opportunities for training and further their career growth. The Schools are also a place to deepen your understanding of educations from the interesting and exciting perspective of teaching experience and to present exemplary actions to students and models as educators.

Join the SJIS team! apply now!