

The best tourist attractions in Putrajaya



Managed by MARINA PUTRAJAYA SDN. BHD.

ADVERTISEMENTS IN MARINA PUTRAJAYA SDN. BHD. (MPSB)

(fully managed by a subsidiary of the Perbadanan Putrajaya (PPj))

To fulfil its aspiration to become the best tourism product in Putrajaya, Marina Putrajaya Sdn. Bhd. (MPSB) a subsidiary of the Perbadanan Putrajaya (PPj) that manages Putrajaya Lake Cruises, Marina Putrajaya, Putrajaya Lake Recreation Center and Skyrides Festival Park Putrajaya, is looking for creative and innovative candidates to fill up vacancies with the following qualification :

POSITION	REQUIREMENT
<p>1. Graphic Designer Executive</p> <p><u>SALARY & ALLOWANCE</u> Minimum RM2,500.00</p> <p><u>STATUS:</u> Permanent</p>	<p>JOB DESCRIPTION</p> <ul style="list-style-type: none"> • Meet and achieve personal KPI set by the company. • Prepare and provide graphic design such as brochures, banners, posters, backdrops, certificates and any other creative material or promotional material for the company's official needs. • Plans and propose concept by studying information, trends and market needs. • Obtains approval of concept by submitting rough layout or softcopy for approval. • Prepares finished copy / materials and complete project by coordinating with vendors. • Manage and maintain graphics and information materials according to MPSB standards and identity. • Record pictures at official events or various events held on MPSB products for promotion and record purposes. • Assist in organizing and managing events related to promotion, marketing and advertising from time to time • Develop promotional products/ materials for company. • Work closely and contribute to the team to achieve the goals set by the company. • Prepares work task reports from time to time. • Participate in training, workshop, conference, professional societies or meetings as directed from time to time. • Participate / attending exhibitions, roadshow and sales missions as directed from time to time. • Performs miscellaneous job-related duties & all other duties as assigned by Head of Department. <p>QUALIFICATION</p> <ul style="list-style-type: none"> • Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor Degree, Post

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<p style="text-align: center;">2. Sales & Marketing Executive</p> <p><u>SALARY & ALLOWANCE</u> Minimum RM2,500.00</p> <p><u>STATUS:</u> Permanent</p>	<p>Graduate Diploma, Professional Degree in Graphic design related</p> <ul style="list-style-type: none"> • Required language(s) : Bahasa Malaysia & English (Both speaking and writing) • Required skill(s) : Adobe Photoshop & Illustration (High), able to handle event photography (Moderate). <p>EXPERIENCE</p> <ul style="list-style-type: none"> • At least 1 or 2 year(s) of working experience in the related field is required for this position <p>OTHER REQUIREMENT</p> <ul style="list-style-type: none"> • Good interpersonal and communication skills • Understanding in social network advertising and promotion will be an advantage • Able to meet task deadline <p>JOB DESCRIPTION</p> <ul style="list-style-type: none"> • Meet planned sales goals and achieve KPI set for assigned segment and individually. • Generate new business by identifying potential prospects through aggressive cold call, networking, research, sales call and other sales tools. • Maintain contact with existing clients to obtain feedback and to discuss opportunities for future business deals. • Identifies product/ packages improvements or development of new products by studying and analyzing industry trends, market activities, and competitors. • Prepare and present sales proposal to potential clients, highlighting the best features and qualities of the company's services. • Assist clients in selecting and providing the best service that best meet their specifications and needs. • Oversee the booking and reservation of vessel/ venue to ensure availability and to ensure all arrangement and transaction to follow company's SOP. • Work closely and contribute to the team to achieve the goals set by the company. • Prepares sales reports from time to time. • Participate in training, workshop, conference, professional societies or meetings as directed from time to time. • Participate / attending exhibitions, roadshow and sales missions as directed from time to time. • Performs miscellaneous job-related duties & all other duties as assigned by Head of Department.

POSITION	REQUIREMENT
	<p>QUALIFICATION</p> <ul style="list-style-type: none"> • Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor Degree, Post Graduate Diploma, Professional Degree in Marketing related • Required language(s) : Bahasa Malaysia & English (Both speaking and writing), additional language is a bonus. • Required skill(s) : Good in Communication and Networking <p>EXPERIENCE</p> <ul style="list-style-type: none"> • At least 1 year of working experience in the related field is required for this position <p>OTHER REQUIREMENT</p> <ul style="list-style-type: none"> • Good interpersonal and able to work as a team • Willing to work on weekend and shift • Have own transport

Should you have criteria what we look and willing to work with dedication towards realizing our aspirations, please send your resume to **hr@cruisetasikputrajaya.com** stating the position applied in the email subject. Only short-listed candidates will be contacted.

Application deadline: 20 July 2020 (Monday)