



Vacancy for Senior Executive for Corporate Communication

Job Summary

Strategic Contents and Copywriting

- Developing a series of strategic content & copywriting to achieve the business objective.
- Delivering corporate or marketing messages in different formats for various online and offline channels, including publications and producing presentations and press releases.
- Writes and translates Bahasa and English promotion materials including press releases, speeches, news-letters, and feature articles. The task is given by the COO and Senior Management Team members for different occasions that target external audiences such as media, customers, or Government sectors.
- Conduct market research and craft relevant & creative content for a specific campaign.
- Translating articles from English to Bahasa.

Corporate Communication

- Develop communication material for public relations activities including but not limited to company profiles, communication literature, presentation catalogue, and articles, to strengthen corporate image and product branding.
- Assist with content development and coordination with inter-department content development for the Annual Report published in compliance with the Listing Requirements issued by Bursa Malaysia Securities.
- Develop presentation content for Company's Annual/Extraordinary General Meeting (AGM/EGM) and analyst cum press briefings.
- All corporate communication materials are reviewed regularly to ensure their relevance to the current time and needs with accuracy.

Annual Budgeting & Planning

- To prepare an annual schedule within the designated region/ account.
- To assist in the preparation of the department's budget by monitoring and recording expenses incurred in the activities and then project.

Projects Management

- To plan and implement projects initiated by the Marketing department from time to time.
- To ensure proper management of the said projects assigned.

Others

- Any other duties which may be assigned by the company from time to time.

Qualification

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Communication, Public Relations, Linguistics/Languages, Business Studies/Administration/Management, Mass Communications, Marketing, or equivalent.
- At least 3 year(s) of working experience in the related field is required for this position in the corporate communication field.

Email your resume/CV to career@awantec.my to apply.