

JOB DESCRIPTION

COMMUNICATIONS LEAD

This role reports to the Section Head, Communications

You will be part of our small, but highly impactful, Communications team who thrives on raising awareness and credibility of Generasi Gemilang's public profile. You will be in charge of managing all media communications according to mapped out strategies.

MAIN RESPONSIBILITIES

1. Planning unique "engagement events" and working within an allocated budget
2. Source out key networking events and relevant award submission opportunities to help build GG's external profile
3. Carry out GG's key messages frequently through media platforms (traditional and digital)

SKILLS & QUALIFICATIONS THAT WORK BEST FOR THIS ROLE:

- Degree holder with minimum 1 – 2 years' experience in Public Relations, Marketing Communications or Event Management
- Strong competency in written & verbal communication for a wide range mediums and settings (preferably also able to speak in Bahasa Malaysia and Mandarin)
- Excellent ICT skills to include but not limited to Word, Excel, PowerPoint and Outlook. Competent in using design software (e.g. Adobe Illustrator).
- Experience in Client-Servicing and /or Media Engagement campaigns is an added advantage
- Have own transport and able to travel as needed

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TRAITS WE ARE LOOKING FOR

Let us know if you think the following describes you!

YOU LOVE WRITING

Clear, consistent and compelling communication is everything to you. You are passionate about giving every person that interacts with Generasi Gemilang an unforgettable experience.

YOU ARE TENACIOUS

Many things we embark to do isn't easily accomplished. But the challenge excites you and you think of new ways to get the job done.

YOU GET THINGS DONE

You are able to multitask and you don't have a problem getting your hands dirty. You follow through on every task, no matter how big or small. You understand the importance of keeping on schedule and within budget. You can be creative, resourceful and dedicated to see things to completion.

YOU LIKE PEOPLE & TELL AMAZING STORIES

Hardly anyone you know would describe you as shy. You love meeting new people and are a wonderful story teller, sharing about the wonderful work our team does in improving access to quality education. You also have a knack for bringing people together for a common cause. 😊

INTERESTED?

We've got you covered.



Fair and equitable salaries
EPF and SESCO contributions
Replacement days off



Personal growth and career development through training and project work exposures



Medical Allowance
Family benefits
Insurance coverage for personal accident & hospitalisation



Fun colleagues who play badminton, DOTA together and engages in a friendly game of ping-pong in between meetings. Yes, we have a ping-pong table that doubles as a meeting table.