

# KUALA LUMPUR AND SELANGOR INDIAN CHAMBER OF COMMERCE AND INDUSTRY (KLSICCI)

## JOB VACANCY: EDITOR

### Job Overview

KL & Selangor Indian Chamber of Commerce & Industry is an NGO. Its members are Indian Entrepreneurs and Business Owners. The incumbent will be one of the Secretariat Staff.

### Reporting To

Honorary Secretary General

### Responsibilities

- Overseeing the day to day running and administration of the Secretariat of Chamber.
- Plan and coordinate meetings of Exco and Management Council and other affiliated Committees with the Chamber.
- Maintain effective internal and external Public Relations.
- Effective liaison with the members and with regulatory authorities.
- Managing and maintain the legal integrity of the Chamber.
- Manage the resources of the Chamber.

### Qualifications and experience :

- Minimum Bachelors degree in any field
- Minimum 3 years working experience.
- Able to work independently
- Preferably Indian age 35 and above.

### Skills required:

- Excellent command & writing of English & Bahasa Malaysia.
- Write proposals, letters & meeting minutes
- Research, analysis and report writing
- Excellent skills in microsoft office – powerpoint, word and excel.
- Project Management & Execution
- Good PR and Human relation skills
- Well versant with Management Techniques such as 5S Operation & Management
- Competent in publication skills, including formatting, copyediting, and design/layout.
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### Added Advantage

- Proficiency in Tamil Language
- Website and IT knowledge
- Possess own transport

### Salary Range :

RM 2000 – RM 3500

Interested candidates are invited to send in applications with a detailed resume with a recent passport sized photograph to [enquiry@klsicci.com.my](mailto:enquiry@klsicci.com.my) or contact Ms.Poorni at 03-26931033