

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

JOB VACANCY: EVENTS & PUBLICATION OFFICER

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

- Prepare News Letters
- Prepare Meeting Minutes
- Letter to Government Agencies
- Write articles for Website
- Preparation for Events
- Project Management Skills
- Admin coordination

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.

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 or contact Ms.Poorni at 03-26931033