

## **ASSOCIATE – GRAPHIC AND DIGITAL MEDIA SPECIALIST JOB DESCRIPTION**

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We are looking for a Graphic and Digital Media Specialist focusing on graphic designs and digital media. You will be reporting to Senior Vice President, Group Corporate Affairs.

### **RESPONSIBILITIES**

- Develop, Design, Create and Produce multimedia content for all NanoMalaysia Group of Companies communication activities, including:
- Graphics, infographics, artwork, posters, logos and others work for NanoMalaysia's Online and Offline platforms, including traditional, digital and social media.
- Create, Edit and Produces short videos for use on digital media such as social media channels.
- Assist Group Corporate Affairs in Monitoring and Updating NanoMalaysia's social media channels.
- Assist Group Corporate Affairs during internal and external events.
- Assist in other duties and tasks assigned by the company.

### **QUALIFICATIONS**

- Candidate must possess at least Diploma/Bachelor's Degree in Graphic Design, Communications, Advertising or Marketing related field.
- At least two to three years of Graphic Design and Communications experience
- Expert in all design and editing suites such as Adobe Creative Suite/Creative Cloud (Illustrator, Photoshop, InDesign) and/or CorelDraw Graphics Suite (CorelDRAW). Knowledge of Premiere Pro, Final Cut Pro or any video editing software is advantageous.
- Creative, dynamic, and able to regularly come up with fresh ideas and design.
- Positive attitude with good interpersonal skills. Proficient in English and Bahasa Malaysia (oral and written).
- Able to multi-task with good time-management skills.
- Ability to deliver work on schedule, working calmly and efficiently under pressure following tight deadlines.