



### **Responsibilities:**

1. To execute GCA's activities including programmes, events, communication, operation and administration.
2. To organise and execute all events (physical and online) related to NanoMalaysia including (but not limited to) exhibitions, roadshow, forum, seminars, webinar, launches and flagship events including planning & designing, communication with internal & external partners, etc.
3. Perform tasks and responsibilities related to corporate programmes, activities, campaigns, events, and exhibitions.
4. To work with Associate, Graphic and Digital Media to develop content for stakeholder communications through multiple platforms. This includes all publications and collaterals, including traditional, digital, social, and print.
5. To manage NMB social media pages under the supervision of Senior Associate, Stakeholders Management and Events.
6. To assist the corporate affairs office in other Group Corporate Affairs related activities.
7. To carry out and execute any other related tasks assigned by the superior from time to time.

### **Qualification and Requirement:**

1. Degree (Preferably in Mass Communication, Marketing, Communications or PR)
2. Experiences in corporate affairs, marketing, communications, events is an advantage. Good writing and communication skills in Bahasa and English
3. Either fresh graduates with internship experience or up 1-2 years working experience.