

**JOB DESIGNATION** : Assistant Manager  
**DEPARTMENT** : Corporate Communication  
**LOCATION** : Cyberjaya

### **JOB DESCRIPTION**

- Developing, managing, and completing MARii's external and internal communication, and public relations strategy and plans including attending strategic meeting and events, in charge in MARii content creation, branding and social media strategy in ensuring clear effective communication align with MARii's objective, priorities and direction.
- Formulate, plan, and execute effective branding strategy for MARii
- Develop and edit communication materials including content on website, annual reports, newsletters, press release and other corporate literature.
- Maintain good media relations, handle media inquiries, and monitor public and media opinion on the MARii,
- Draft press releases, speeches following organizational news or events participation.
- Manage external communication channels like social media platforms and company website.
- Manage events including participation and execution related to MARii;
- Assist with the implementation and coordination of the Company's Corporate Social Responsibility ("CSR") activities.
- Enhance and safeguard corporate identity, image and reputation through corporate communication activities, social events, and stakeholder affairs.
- Perform duties as requested by the Head of Department or the Management.

### **REQUIREMENTS & SKILLS**

- Candidate must possess at least a Minimum Bachelor's degree in communication, journalism, public relations or related field, posses at least 5 years' corporate communication and media experience.
- Great writing skills, well-verse with protocol, social media and branding strategies
- Able to multitask and excel to work under pressure and tight deadline, excellent problem solver, meticulous and independent
- Fluent in Bahasa Melayu and English, with strong oral, writing and communication skills.

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