

TASK DESIGNATION: Strategic Corporate Communications (SCC) Internship
DEPARTMENT: Strategic Corporate Communications (SCC)
DIVISION/PILLAR: -
REPORTING TO: Head of Department, SCC
TASK DESCRIPTION
Social Media/Content Creation - Assist in managing MARii's social media platforms and digital content. - Support content creation, calendar planning, analytics tracking, and website content updates and maintenance. Event/Press - Support the supervisor in executing and organising MARii's high-impact events, roadshows, media/networking engagements, and internal programmes. - Assist in the planning and execution of corporate events, media engagements, and internal programmes. - Manage and update the company's inventory records for corporate communication and event materials/collaterals. Publications - Support the preparation and proofreading of corporate publications, including corporate reports, marketing materials, and other communication materials. Filing & Administration - Assist with departmental filing, documentation, and administrative tasks. - Support communication projects and initiatives assigned by the department. - Perform any other related tasks assigned from time to time by the immediate superior or the Management to support the department's objectives.
COMPETENCIES
- Currently pursuing Bachelor's Degree in Graphic Design / Corporate Communication / MASS Communication / Marketing or Equivalent. - Proficient in graphic design tools such as Adobe Photoshop, Illustrator, and Canva. - Basic understanding of design principles including typography, color theory, and layout. - Good and effective communication and written skills in Bahasa Malaysia and English. - Ability to work independently and collaboratively as part of a team with minimal supervision.