

Money Compass Media (M) SdnBhd

Money Compass is a publication that carries the mission of educating Malaysian and aspires to raise the awareness of Financial Planning amongst Malaysian.

Internship Recruitment for Marketing department for May 2019

Job Description:

Responsibilities:

1. Defining and managing our brand
2. Producing marketing and promotional materials.
3. Creating content providing search engine optimization for website.
4. Conducting customer and market research
5. Define strategic marketing plans
6. Overseeing and developing marketing campaigns

Requirements:

1. Candidate must possess or currently pursuing a Diploma or Bachelor's Degree in Marketing.
2. Understanding of Business Practices, Budgeting, Financial Knowledge
3. Able to multi-task, prioritize, and manage time effectively
4. Solid knowledge of marketing techniques and principles
5. Able to join in **May 2019** and are able to commit minimum 12-15 weeks internship duration.

*Candidates need to submit latest result and SPM result.

*Candidates will be offered RM600-700 monthly allowance.

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Internship Recruitment for Multimedia designer for May 2019

Job Description:

Responsibilities:

1. Brainstorm and mock-up design ideas with cross functional team
2. Collaborating with marketing and public relations teams to determine appropriate visual, textual and animated elements of projects
3. Preparing artwork and media for final approval and distribution
4. Developing and using skills and expertise in appropriate design packages such as Photoshop, In Design and After Effects
5. Present the framework design to the client with description of the idea meant to be communicated
6. Be flexible to make changes as required by the client or individual project objectives

Requirements:

1. Knowledge and skills in graphic and multimedia design and layout
2. Requires experience using a variety of design tools
3. Able to multi-task, prioritize, and manage time effectively
4. Strong technical aptitude to learn new software and hardware
5. Able to join in **May 2019** and are able to commit minimum 12-15 weeks internship duration.

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Internship Recruitment For Accounting And Administration for May 2019

Job Description:

Responsibilities:

1. Assist in monthly end financial close activities
2. Assist in monthly management reporting process
3. Assist in supplier invoices payments process
4. Support day-to-day operations.
5. To monitor and restock office and pantry supplies for staff usage
6. Following up on important actions and decisions from superior
7. Carry out day-to-day general administration and office support/duties, such as data entry and filing.
8. Answering telephone and replying email.
9. Any other tasks that is relevant to this field.

Requirements:

1. Candidate must possess or currently pursuing a Diploma or Bachelor's Degree in Accounting, Finance, Business Administration or equivalent.
2. A good communication skill is required.
3. Good personality, high level of enthusiasm and commitment.
4. Ability to work under pressure.
5. Able to join in **May 2019** and are able to commit minimum 12-15 weeks internship duration.

*Candidates need to submit latest result and SPM result.

*Candidates will be offered RM600-700 monthly allowance.

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Internship Recruitment For Media And Event Planning

Job Description:

Responsibilities:

1. Meet with participants to work out event details, plan, scout and book locations, food, entertainment, staff and cleanup.
2. Handle any crisis that may come up.
3. Any other tasks that is relevant to this field.

Requirements:

1. Candidate must possess or currently pursuing a Diploma or Bachelor's Degree in Event Planning/ Management, Mass Communication or equivalent.
2. A good communication skill is required.
3. Good personality, high level of enthusiasm and commitment.
4. Ability to work under pressure.
5. Able to join in **May 2019** and are able to commit minimum 12-15 weeks internship duration.

*Candidates need to submit latest result and SPM result.

*Candidates will be offered RM600-700 monthly allowance.

