



IMMEDIATE JOB VACANCY

In our pursuit to be the leading Private Higher Education Institution in the fields of Geomatics and Geospatial Technology education and professional development, we invite suitably qualified, talented and passionate people to join our team in the following positions to support our establishment and growth.

Position: MARKETING ASSISTANT (STUDENT RECRUITMENT)

Job Duties:

- To assist Marketing Department in marketing and student recruitment activities;
- To attend walk-in potential students/learners or parents;
- To respond immediately enquiry via emails, phone calls, website, face book or other social media tools from potential students/learners/parents
- Telemarketing to potential students
- To assist management of college's social media marketing activities
- Liaise with vendors (event management provider) for marketing booth participation
- To participate in Sales and Marketing activities (open booth at Education Exhibitions/ Career Exhibitions/ Corporate Booth or any relevant events)
- To assist in liaising with vendors for brochure design, bunting, banner, corporate gifts, news paper advertising, website maintenance
- To assist in scheduling for sales & marketing activities
- To assist marketing tracking and research information by collecting, analyzing, and summarizing data and trends.
- Other activities related to marketing and student recruitment as assigned by the Department.

Skills/Qualifications:

- A Diploma holder with at least 1 year experience in education industry or other related industry
- Good knowledge of MS Office and social media marketing tools
- Well-organized with a customer-oriented approach
- Have an understanding of office administration and marketing principles
- Good communication skills

Those interested to apply, please email your resume to :

RECRUITMENT TEAM GSTC
Email : hr.gsgeg@gstc.edu.my
before 20th March 2022