

# CAREER OPPORTUNITIES



Build Your Career in Malaysia's Business Events Industry

## MANAGER Human Resource & Administration

Requirements :

- Bachelor's degree in Human Resource Management/Public Administration/Human Capital Development or equivalent.
- Minimum SEVEN (7) years of experience in the related field as an HR Generalist.
- Excellent written and verbal communication skills in both Bahasa Malaysia and English.
- Well-versed with Employment Act and Labour Law.
- Familiarity with the HR System, specifically Orisoft is encouraged.
- Strong communication, integrity, and the practice of high confidentiality as necessary.
- Ability to work within tight deadlines, and produce desired results.
- High computer literacy in all Microsoft applications, including Word, Excel and Power Point, Outlook.

## MANAGER Sales Exhibition

Requirements :

- Bachelor's Degree or Higher qualification in Sales/Business Development/Marketing/Tourism or related field.
- Minimum FIVE (5) years of experience in a managerial role within the trade exhibition industry.
- High computer literacy in all Microsoft applications and CRM database experience.
- Excellent written and verbal communications skill in English and Bahasa Malaysia.
- Strong project management knowledge and organisational skills with attention to detail.
- Willing to travel or relocate.

**MALAYSIA CONVENTION & EXHIBITION BUREAU (MyCEB)**  
**Ministry of Tourism, Arts and Culture**

Level 9, Menara Z10, Jalan Alamanda 2, Presint 1, 62000 Putrajaya, Malaysia

[www.myceb.com.my](http://www.myceb.com.my)

Submit your resume to :  
[hr@myceb.com.my](mailto:hr@myceb.com.my)

By :  
**30 JANUARY 2024**