

CAREER OPPORTUNITIES

Build Your Career in Malaysia's Business Events Industry



MANAGER Sales Exhibition

Requirements :

- Bachelor's Degree or Higher qualification in Sales/Business Development/Marketing/Tourism or related field.
- Minimum SEVEN (7) 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 communication skills in English and Bahasa Malaysia.
- Strong project management knowledge and organisational skills with attention to detail.
- Willing to travel or relocate.

EXECUTIVE Corporate & Incentives (Mandarin Speaker)

Requirements :

- Bachelor's Degree level qualifications in Tourism, Business Administration/Event Management or equivalent.
- Minimum 1-2 year(s) of various experience in sales or business development role.
- Superior communication, presentation and writing skills.
- Excellent verbal and written communication skills in Bahasa Malaysia and English.
- Ability to speak Mandarin language (Required)
- Computer literacy in all Microsoft Office and CRM database experience.
- Resourceful, proactive, and able to work independently.
- An effective team player with a strong work ethic.
- Basic knowledge of bid process, back end of the live event industry.

EXECUTIVE Senior Executive (Legal)

Requirements :

- Bachelor's Degree in Law/Public Administration or equivalent.
- At least 2-5 year(s) of working experience in the related field.
- Excellent written and verbal communication skills in both Bahasa Malaysia and English.
- Well versed in legal frameworks and corporate governance. Risk management expertise is an added value.
- Good interpersonal, communication and drafting skills and willingness to take on new assignments.
- High level of integrity and confidentiality.
- Knowledge and experience in compliance issues under the Personal Data Protection Act, Companies Act, etc. would be an added advantage.
- An eye for details, excellent time-management, and organizational skills.
- High computer literacy in all Microsoft applications

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

Submit your resume to :
hr@myceb.com.my

By :
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