



POSITION: ASSISTANT MANAGER/MANAGER PROFESSIONAL DEVELOPMENT

DEPARTMENT: PROFESSIONAL DEVELOPMENT (PD) DEPARTMENT

JOB RESPONSIBILITIES:

1. Managing all the training programmes (public workshop, in house programme, webinar etc)
2. Marketing all the programmes to members and public nationwide (worldwide for virtual training)
3. Monitoring the administrative report i.e., training progress report, individual performance report for all training etc.
4. Liaising with respective stakeholders i.e., vendors, speakers etc.
5. Managing the social media content for IG, FB, LinkedIn & website related to PD department.
6. Monitoring the overall process of HRDC claims.
7. Assisting Secretariat team on any of Ad hoc projects organised by the Institute such as AGM, Annual Dinner, Awards Presentations, Launches, etc.

WORK EXPERIENCE REQUIREMENTS & EDUCATION REQUIREMENTS

1. A recognized degree (preferably in sales and marketing) and or other relevant qualification.
2. Good interpersonal, Microsoft Office skills, marketing and communication skills.
3. Strong analytical skills and interests in research.
4. Self-motivated and able to work independently.