

In line with our regional growth, we are looking for dedicated and passionate individuals to fill the position of: -

# **Associate – Global Schemes Partnership (Permanent)**

(GHL - Bandar Sri Damansara)

### Job Responsibilities:

- Manage day- to-day updates on Alipay portal including merchant store information and photos.
- Assist in new product launching, work closely with internal stakeholders to ensure product launch is on track.
- Assist in marketing and campaign with schemes partner to help merchant drive customer usage.
- To manage reporting for merchant on case to case basis.
- Assist in any ad-hoc tasks as and when is assigned by immediate superior.

#### **Job Requirements:**

- A cool and exciting fresh graduate is welcome.
- You're FUN and enjoy working in an energetic team.
- People loving and hardworking.
- Fast learner and always looking to learn new stuff.
- You like to communicate with the people around you.
- Self-driven motivation and passionate.
- Administrative skills meticulous in small details.
- Good rapport building skills.
- Good command in English and Mandarin, able to translate English to Chinese.
- Familiar with Microsoft Word, Excel, and PowerPoint.
- Basic knowledge with Photoshop will be an advantage.
- Working location: Kepong Bandar Sri Damansara, Kuala Lumpur.

#### **Education Requirements:**

• Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Marketing, Business Administration or equivalent.





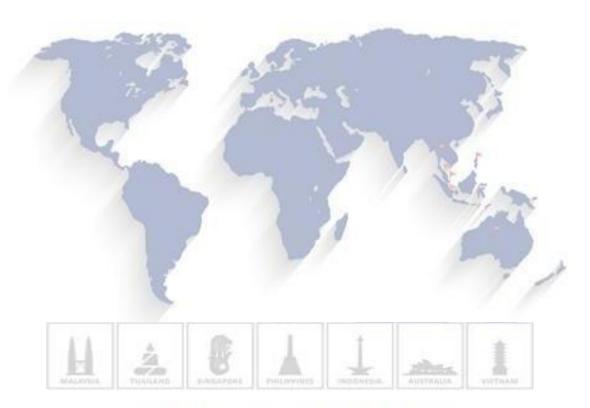
Interested candidates are encouraged to apply, please fax or email your applications (with cover letter, updated resume, certificates or relevant documents and 1 recent passport-sized photograph) to:

## GHL SYSTEMS BERHAD (293040-D)

#### **Human Resources Department**

No. C-G-15, Block C, Jalan Dataran SD1, Dataran SD, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia. Tel: 03-6286 3388 Fax: 03-62802999 Email Address: <u>hr@ghl.com</u> Website: www.ghl.com

\*Please be informed that only shortlisted candidates will be notified.



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