



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.



# **GHL** the ASEAN payment people



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:** [hr@ghl.com](mailto:hr@ghl.com)

**Website:** [www.ghl.com](http://www.ghl.com)

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

