



Job Title:	Administrative and Communications Assistant
Department:	Malaysia-France University Centre (MFUC)
Reports to:	MFUC Director and Deputy Director
Employment status:	Contract 5 months
Salary:	RM 4,200 per month
Allowance:	RM 400 per month

Administrative and Communications Assistant:

The Malaysia-France University Centre (MFUC) is a bilateral organisation created in 2006, which aim is to foster collaborations between Malaysian and French higher education and research institutions. MFUC is supported by the French Embassy in Malaysia and the Malaysian Ministry of Higher Education (MOHE).

We are searching for a talented professional capable of assisting the MFUC team in two key areas: administration and communication.

The successful candidate will manage administrative duties, in close collaboration with URSB, in all administrative, accounting and HR issues, and will strongly contribute towards digital communication (website and social media) and the maintenance of virtual equipment.

Responsibilities:

- Manage all HR, admin and accounting matters
- Maintain records and filing system
- Monitor budget and record expenses
- Assist the management in organizing and coordinating promotional events (virtual and in-person)
- Participate in the creation of contents for both print and web materials and the monitoring and maintenance of MFUC's website, social media and online presence
- Contribute towards Identifying and solving issues related to communication

Minimum requirements:

- Bachelor's Degree in communications, English, public relations, administration, journalism or related field
- Experience working in a communications, administrative assistant or related role would be preferred
- Fluency in English and Bahasa Malaysia are essential; French language skills would be highly appreciated
- Must have excellent writing, editing and verbal communication skills
- Knowledge to manage a WordPress blog would be a plus
- Team-oriented and able to work outside working hours
- Strong time-management and organisational skills

To apply, email us your cover letter and CV to:

admin@mfuc.org (Subject: Administrative and Communications Assistant)

Application deadline:

Sunday 30th July 2022