

Communications Assistant

Communications Assistant responsibilities include:

- Helping implement communications projects and strategies
- Drafting and editing materials and communications copy
- Collecting data and maintaining databases

Communications assistant job description

We are looking for a Communications Assistant to provide administrative support to various teams and programs. Editing and writing company materials will be an important part of your job.

In this role, you should be an excellent communicator with strong attention to detail. If you also have administrative and social media marketing experience, we'd like to meet you.

Ultimately, your goal will be to help ensure clear communication of our company's message across all channels.

Responsibilities

- Help implement communications strategies
- Provide administrative support to programs and internal teams
- Draft and edit communications copy (e.g. press releases, publications, social media posts)
- Assist in maintaining web content and executing social media strategies
- Update databases and media lists
- Track projects and media exposure
- Facilitate effective internal communications
- Maintain calendars and appointments
- Prepare presentations and reports

Requirements

- Proven experience as a Communications Assistant, Communication Specialist or similar role
- Understanding of media relations and digital media strategies
- Proficient in MS Office; familiarity with design software (e.g. Photoshop, InDesign) and content management systems is a plus
- Solid editing and researching skills
- Excellent communication abilities (oral and written)
- Strong attention to detail
- Organizational skills

BSc/BA in Marketing, Communications or a related field is desired.

Please submit your CV and related documents to recruitment@mercy.org.my (attention: Puan Badlizan Juhari) before 15 September 2020.

Only short listed candidates will be called for interview.