

Fueling Futures: Your Next Career Awaits

Junior Marketing Executive, Continuing Professional Development (CPD) Department

The successful candidate will assist the Head of CPD Department to organize public training, in-house training, and related events. MICPA is committed to providing high-quality Continuing Professional Development (CPD) Programme to MICPA members, enabling them to stay at the forefront of their profession.

Duties and responsibilities will include:

- Assist in marketing and promoting training programmes including building and nurturing client relationships, managing CPD social media, preparing CPD brochures, preparing CPD booklet and updating database.
- Assist in executing and monitoring training programmes.
- Assist in assessing and analysing training programmes.
- Assist in preparing Income and Expenditure (I&E) for each training programmes.
- Assist in handling HRD Corp application and reimburse claims with HRD Corp levy and/or other relevant authorities.
- Assist in organising in-house training.
- Assist to prepare and develop survey and evaluation reports by collecting, analysing, and summarising survey data.
- Assist to coordinate training schedules and ensure timely implementation of training programmes.
- Assist to follow up with speakers and vendors on training related matters.
- Assist Head of CPD on any other matters.

Requirements:

- Diploma / Degree holder
- Fresh graduate are encourage to apply
- People-person
- Attention to detail
- Strong problem-solver, resourceful
- Able to work independently



To apply, send your CV to
micpa@micpa.com.my

