

JOB DESCRIPTION

POSITION : AV MEDIA MONITOR

DEPARTMENT : AV AND SALES

REPORT TO : AV SUPERVISOR

Responsibilities:

- Monitor and editing news, programs or talk shows from TV/Radio/Ads.
- Responsible for upload clippings onto provided specific portal.
- Key-in data accurately.
- Able to upkeep the data according to Supervisor's instruction.

Requirements:

- Candidate must possess at least SPM/STPM/Certificate/Diploma/Degree in any field.
- Computer literate / basic knowledge on computer usage and data entry.
- Required language(s): English, Bahasa Malaysia, Chinese or Tamil.
- Positive attitude and good communication skills.
- Possesses good teamwork spirit.
- Able to work from 7am to 4.30pm or 2:30pm to 12am.

Core Competencies:

- Work organisation
- Technical capabilities
- Time management