

## **JOB DESCRIPTION**

**POSITION : MEDIA MONITOR**

**DEPARTMENT : PRINT**

### **Responsibilities:**

- Monitoring media and picked up client articles from all the media channel: newspapers, magazine, online and social media.
- Data entry by key in articles info and categorizing the system.
- Extract data from the system and do news coverage report by monthly basis.
- Chinese and Tamil media monitoring need to translate the headline into English.
- Perform other duties and responsibilities assigned.

### **Requirements:**

- Candidate must possess at least SPM/STPM/Certificate/Diploma/Degree in any field.
- Computer literate will be an advantage.
- Required language(s): Bahasa Malaysia, English, Chinese or Tamil.
- Punctual, speed and accuracy are important factors.
- Positive attitude and good communication skills.
- Able to work at unique hours: 5.30am to 3.00pm, 5 working days per week.
- Candidate must be willing to work at Kuchai Entrepreneurs' Park.
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### **Core Competencies:**

- Work organisation
- Technical capabilities
- Time management