



The Australian International School Malaysia (AISM) is located in the exclusive Mines Resort City in Seri Kembangan and it is the first and only fully Australian School in Malaysia. Since its establishment in year 2000, AISM has grown to a population of 560 students ranging from Preparation (age 3) to Year 12 (age 18).

The School is currently undergoing significant growth and development, and will have an enrolment of 1000 students within the next 5 years. As a vibrant and growing school, AISM seeks enthusiastic and qualified candidate for the following positions:

### **POSITION: MARKETING AND COMMUNICATIONS OFFICER**

The **Marketing and Communications Officer** supports the marketing functions in the area of parent communications, handling enquiries from expatriate parents, alumni management and maintaining a strong link with the school community and the expatriate community at large. This position is opened for locals and expatriates (preferably Australian).

### **RESPONSIBILITIES:**

- To assist the admissions department in handling enquiries (via phone calls/emails/appointments) for the expatriate community
- Provide value added support to the new expatriate families who are intending to send their children to the school
- Establish good communication channels with the school community and Parent Association by attending key parent events, other activities.
- Edit, compile, review and summarise the weekly emails to parents. Ensure professional outlook and sending the emails out in a timely manner and manage the parents mailing group.
- Edit and proofread newsletter articles from Executives and staff on fortnightly basis before publication.
- Help implement communications plans e.g. coordinate and organize internal events e.g. Newcomers Coffee Morning, etc.
- Maintain strong links within the expatriate community in Malaysia by networking, relationship building and attending expatriate events
- Schedule visits and presentations to organizations, embassies, relocation companies, expatriate associations, etc. Maintain and update a database of key personnel and contact list.
- Help identify opportunities for promotions in the expatriate community and develop content for promotional materials
- Maintain AISM online presence and update Facebook and You Tube through social media
- Assist in monitoring the website content and provide input for changes
- Assist in developing a termly e-newsletter for distribution to prospective parents, relocation companies, others (identify key events/highlights from newsletter each term)

## **REQUIREMENTS:**

- Possess a minimum Bachelor Degree in relevant discipline (desirable but not essential)
- Minimum 2-3 years of relevant working experience, preferably in the education industry.
- Knowledge and skills in using computer software e.g. Microsoft software applications etc
- Ability to work with minimal supervision
- Good interpersonal and communication skills
- Creative, resourceful and self-motivated
- Has a strong sense of responsibility
- Good team player and flexible
- Good working attitude
- Willing to work beyond normal working hours

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Interested applicants are invited to submit a comprehensive C.V., a recent photograph, contact details of two referees (previous employer), current and expected salary to:

**Human Resource Department  
Australian International School Malaysia (AISM)  
No. 22, Jalan Anggerik  
The Mines Resort City  
43300 Seri Kembangan  
Selangor Darul Ehsan  
Email: [hr@aism.edu.my](mailto:hr@aism.edu.my)**

Only shortlisted candidates will be notified.