

**VTAR Institute** (*License Code: L00319*) was formed in 1990 and is currently conducting vocational programmes, which are accredited by the Malaysian Skills Development Department, Human Resources Ministry.

VTAR Institute is currently conducting six vocational programmes, namely SKM Level 2 and Level 3 for Electronic Equipment and Electrical installation & Maintenance, SKM Level 2 for the Beauty Therapy, SKM Level 2 and Level 3 for Furniture Technology Certification Course, Hair Dressing Course, and Bakery course. In tandem with the aspirations of the Economic Transformation Programme, we are rapidly expanding our facilities and programmes. We would like to invite suitable candidates for the position below.

<b>Marketing &amp; Administration Executive – Immediate Vacancies</b>
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**Responsibilities:**

Handle of all processes and paper work related to marketing operation  
Manage any enquiries relating to programmes

Handle the student and parents consultations

Plan and attend promotion activities such as road show, school fairs and workshops.

Handle of student enrolment processes such as registration, following up with emails/sms, calls, etc.

Prepares reports and correspondence related to the work.

Carries out other ad-hoc duties as and when assigned.

**Requirements:**

Candidate must possess at least a Diploma in Marketing or any other related field.

Related field working experience preferable.

Creative, energetic and possesses good interpersonal skills, IT skills, communication Skills.

Possesses a valid car license

Full-Time positions available.

*Please apply via email only.*

Kindly send in your resume and also state the following information:

(a) Availability and (b) Current and Expected salary.

We thank you for your application and only short-listed candidates will be notified.

Our Contact Information:

Human Resource & Administration Department  
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Outstanding Career Development Opportunities

Annual Bonus Based on Performance

Closing Date: **31<sup>st</sup> August 2018**