



We are hiring
Let's join our team !



Internship

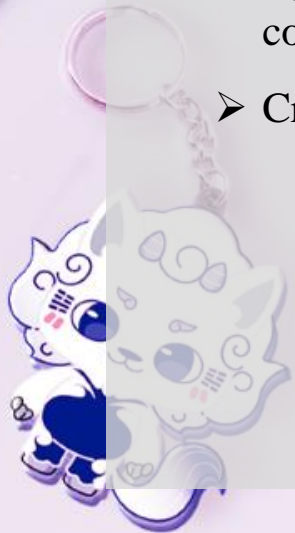


Job Scope

- Fulfilling tasks set out by supervisors from several departments
- Attending meetings and taking minutes
- Performing research at a supervisor's request
- Updating social media platforms and writing copy for posts
- Creating images for social media posts

Qualification

- A final year student or recent graduate. (Diploma / Bachelor in Chinese Studies / Media / Video and Photography / Event Management / Design / Marketing is highly recommended)
- Eager to learn and work with various departments in the company
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office
- Ability to multitask
- Cope well under pressure
- High priority for those who have good writing proficiency in Mandarin



Operation Department

Operation Executive



Job Scope

- Answering incoming calls; taking messages and redirecting calls as required
- Dealing with email enquiries
- Taking minutes
- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Data entry (sales figures, property listings etc)
- General office management such as ordering stationary
- Providing administration support to Department in Company

Qualification

- Diploma / Degree in any field
- Eager to learn about new things/skills
- Ability and willingness to learn about highly technical content, copywriting, and
- Strict adherence to the style guides of each company and their policies for publication
- Good time management skills, including prioritizing, scheduling, and adapting as necessary
- Proficiency with computers, especially writing programs, such as Google Docs and Microsoft Word, Excel, Outlook, and PowerPoint other programs such as AI,PS and so on will be highly welcome
- Good communication in both verbal and written : English and Mandarin
- high priority for those who have good writing proficiency in Mandarin

Job Scope

- Event Planning
- Social Media Management
- Marketing Content Planning
- Plan for Marketing Strategies for Custom Books
- Cooperation with Author & others publishing related units

Qualification

- Diploma / Degree in any field
- Eager to learn about new things/skills
- Think out of the box
- Good communication skill
- Experience in event planning or sales
- Familiar with social media
- Good communication in both verbal and written : English and Mandarin



Job Scope

- Book Editing
- Interview author / others related person
- Book Copywriting

Qualification

- Good communication in both verbal and written : English and Mandarin
- Writing abilities, interviewing abilities needed
- Data integration ability (with the book content)
- Writing experiences will be highly prioritize



Job Scope

- Design for book typesetting
- Event poster designation
- Event material designation

Qualification

- Diploma / Degree in design field
- Eager to learn about new things/skills
- Proficient in Adobe illustrator, Adobe Photoshop and Adobe Indesign
- Highly prioritized for those who know photo shooting.
- Good communication in both verbal and written : English and Mandarin

Job Scope

- Event planning
- Event Managing
- Content sort out (related with events)
- Cooperation with event related units
- Social media planning and managing

Qualification

- Diploma / Degree in design field
- Eager to learn about new things/skills
- Time management
- Proficient in Google Doc, Google Form , Google Sheet etc.
- Highly prioritized for those have experience in event planning
- Think out of the box
- Good communication skill
- Experience in event planning or sales
- Familiar with social media
- Good communication in both verbal and written : English and Mandarin



Job Scope

- Event planning
- Event Managing
- Content sort out (related with events)
- Cooperation with event related units
- Event documents managing

Qualification

- Diploma / Degree in design field
- Eager to learn about new things/skills
- Time management
- Proficient in Google Doc, Google Form , Google Sheet etc.
- Highly prioritized for those have experience in event planning
- Good communication in both verbal and written : English and Mandarin

**Don't miss this opportunity.
Send us your CV to apply now!**



Email

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Contact

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