

Business Administration

The Business Admin will be primarily responsible for organizing tasks and projects to ensure the quality of client deliverables.

Job Requirements:

- Candidate must possess at least Bachelors Degree in Business Administration/Marketing or any equivalent
- Excellent communication skills both verbal and written in English and Malay
- Experienced in handling customers and proactive
- Experienced with document compilation and crosschecking

Duties and Responsibilities:

- Communicate with internal departments and external customers to get required materials.
- Identify and manage project risks to minimize impact to project timeline, quality of deliverables and costs.
- Monitor all project related activities to ensure project scope is delivered with high quality, on schedule and within budget.

Job Type:

Full-time Salary: RM2,000.00 - RM3,500.00 per month

Internship Allowance: RM500 – RM1,000 per month

Benefits:

- Work from home

Schedule:

- Flexible hours
- Monday to Friday

Business Development Executive:

The Business Development Executive will be primarily responsible for planning, organizing and leading tasks and projects to ensure the quality of client deliverables.

Requirements:

- Positive attitude, passionate on collaborative teamwork, excel at interpersonal skills.
- Excellent written and verbal communication skills.
- Adaptable to change, able to pivot and find alternate solutions, demonstrated capability in meeting new challenges.
- Good problem solving skills, able to navigate unexpected situations or conditions.
- Critical observer-thinker, bringing fresh perspective and offer intuitive solutions and ideas.
- Fluent in English, Bahasa Malaysia, optionally Mandarin.
- Business-minded where applicable with entrepreneurship skill to ensure business success.

Duties and Responsibilities:

- Act as the single point of contact for both internal and external parties to ensure smooth and consistent communication flow.
- Operate effectively and clearly in an unstructured environment and demonstrate an awareness of the full breadth of services offered by the firm.
- Responsible for managing scope, cost, schedule, resources and project deliverables.
- Assist with projects that include strategy development, requirements definition, business process improvement, stakeholder involvement, change management, quality assurance, risk management, user training.
- Lead, coordinate and monitor all project related activities to ensure project scope is delivered with high quality, on schedule and within budget.
- Identify and manage project risks to minimize impact to project timeline, quality of deliverables and costs
- Ability to generate project documentations (eg. Functional Specification) and adhere to project reporting procedures.
- Identify customer needs, maintaining and expanding client relationships through delivery of solution.
- Provide consultancy services to customers on technical requirements and be responsible for technical specifications.
- Attracting new clients by innovating and overseeing the sales process for the business.



- Working with senior team members to identify and manage company risks that might prevent growth.
- Identifying and researching opportunities that come up in new and existing markets.
- Preparing and delivering pitches and presentations to potential new clients.

Job Type:

Full-time Salary: RM2,000.00 - RM3,500.00 per month

Internship Allowance: RM500 – RM1,000 per month

Benefits:

- Work from home

Schedule:

- Flexible hours
- Monday to Friday

SEO Specialist

The SEO Specialist will be primarily responsible for planning and executing tasks and projects to ensure the quality of client deliverables.

Job Requirements:

- Own the website's SEO profile, working overtime to improve our organic search engine ranking.
- Proven content strategy experience.
- Experience with content management systems keyword research tools, search engine optimization (SEO), and search engine marketing (SEM).
- The ability to work under pressure.
- Strong content presentation skills.
- Outstanding time management skills.
- Excellent analytical skills.
- Exceptional marketing and collaborative skills.
- Effective communication skills.

Duties and Responsibilities:

- Developing clear and engaging content that is consistent with the company's key messages and values while addressing both business goals and consumer needs.
- Analyzing content marketing data to identify trends and anticipate consumer needs.
- Performing content audits to assess how well existing content is performing.
- Performing content gap analyses to determine opportunities to enhance and improve content delivery.
- Creating, adjusting and managing the editorial calendar with the ability to write, edit and produce multiple content formats.
- Establishing style guides that specify the writing style and tone needed to create engaging content.
- Developing a solid understanding of the target audience through online and traditional market research.

Job Type:

Full-time Salary: RM2,000.00 - RM3,500.00 per month

Internship Allowance: RM500 – RM1,000 per month



Benefits:

- Work from home

Schedule:

- Flexible hours
- Monday to Friday

Web Designer (Wordpress)

The Wordpress Designer will be primarily responsible for launching, developing, improving and refining websites.

Job Requirements:

- This position requires a combination of programming skills (namely PHP, HTML5, CSS3, and JavaScript) and attention to detail (understanding element arrangements on the screen, the color and font choices, and so on).
- The candidate should have a strong understanding of industry trends and content management systems, specifically WordPress, as well as an understanding of the entire web development process, including design, development, and deployment.

Duties and Responsibilities:

- Create and update our Wordpress websites.
- Own the development and implementation of websites, ensuring that every plugin works properly.
- Where necessary, manually code and implement custom functionalities, for example connecting to third party APIs.
- Maintain a strong understanding of third party plugins that would help our company achieve its commercial goals.
- Proactively suggest design and UX changes based on the company's commercial goals.

Job Type:

Full-time Salary: RM2,000.00 - RM3,500.00 per month

Internship Allowance: RM500 – RM1,000 per month

Benefits:

- Work from home

Schedule:

- Flexible hours
- Monday to Friday

Quality Assurance / Control / Tester (software)

Job Requirements:

- Diploma/Advanced Diploma (Preferred)
- Quality Assurance: 1 year (Preferred)
- At least 1 years of experience in Testing related and hands on experience in software back-end testing.
- Good understanding in using DevOps tools.
- Knowledge of Web-based applications testing.
- Good problem solving skills and be sensitive to quality.
- .Net Framework: 1 year (Preferred)

Duties and Responsibilities:

- Conduct testing for the system and produce test reports for superiors.
- Communicate with the development team and operation team to align business requirements.

Job Types: Full-time Salary: RM2,000.00 - RM3,500.00 per month

Internship Allowance: RM500.00 - RM1,000.00 per month

Schedule:

- Flexible hours
- Monday to Friday

Benefits:

- Work From Home

Multimedia/Video Editor

Job Requirements:

- Able to work independently & out of the box.
- Demonstrates video editing skills with an outstanding portfolio.
- Highly skilled in Adobe Photoshop, Adobe Illustrator, Premiere Pro, Adobe Creative Suite, After Effects, DaVinci Resolve and photography or videography.
- At least 1 year of working experience in video editing, digital advertising, short narrative content, corporate videos, YouTube videos, festive videos etc.

Duties and Responsibilities:

- Designs creative collaterals for marketing campaigns.
- Responsible for all visual and creative aspects of the video, including the video's style, tone, and mood.
- Strategize & plan video scenes for montage while working collaboratively cross department/team
- Pick appropriate footages and edit them to full length videos per brief requirements.
- Work closely with the social media team to create video content for various platforms such as Facebook, Instagram, YouTube etc.

Job Type:

Full-time Salary: RM2,000.00 - RM3,500.00 per month

Internship Allowance: RM500 – RM1,000 per month

Benefits:

- Work from home

Schedule:

- Flexible hours
- Monday to Friday

Graphic Designer

Job Requirements:

- Able to work independently & out of the box.
- Demonstrate graphic design skills with an outstanding portfolio.
- Highly skilled in Adobe Photoshop, Adobe Illustrator and photography or videography.
- At least 1 year of working experience in video editing, digital advertising, short narrative content, corporate videos, YouTube videos, festive videos etc.

Duties and Responsibilities:

- Formulate, develop and prepare designs of marketing media for our online platform, particularly in the creation of banners and other collaterals to be uploaded to the application
- Generate ideas to portray concepts and deliver messages to advertise products/services
- Maintain brand consistency throughout all our marketing collaterals
- Stay updated and research on current market trends on design/retail design
- Cross-check junior's work as well as provide guidance if needed
- Conceptualize, design and produce visuals for products, festive campaigns, social media platforms, websites, advertisements, 3rd party platform updates such as Shopee and Lazada etc.
- Responsible for proposing marketing strategies and creative solutions that are innovative and able to enhance the company's social media presence and interaction with target audiences.

Job Type:

Full-time Salary: RM2,000.00 - RM3,500.00 per month

Internship Allowance: RM500 – RM1,000 per month

Benefits:

- Work from home

Schedule:

- Flexible hours
- Monday to Friday

Content Writer

Job Requirements:

- Relevant experience in content writing, copywriting, proofreading or related field will be an added advantage.
- Excellent communication skills & a self-starter : To be able to articulate problems and flag it to your immediate supervisor to ensure quick resolution.
- Able to handle timelines committed and take ownership of tasks assigned to you.

Duties and Responsibilities:

- Understand target audience and generate relevant content.
- Update content published in the website.
- Proofread and ensure updated information is clear and easy to understand for customers.
- Ensure writing content adheres to brand's tone of voice
- Drive article read through rate.
- Deliver quality product listing with accurate grammatical usage and listing information.
- Ensure all content materials produced meet the company's quality metrics and comply with the department's guidelines.

Job Type:

Full-time Salary: RM2,000.00 - RM3,500.00 per month

Internship Allowance: RM500 – RM1,000 per month

Benefits:

- Work from home

Schedule:

- Flexible hours
- Monday to Friday

E-Commerce Executive (Shopee & Lazada)

Job Requirements:

- Familiar with working on E-commerce projects
- Fluent in English & Mandarin (Writing and Speaking)
- Proven PHP, HTML, CSS, JS, and basic Illustrator and Photoshop skills
- Digital Savvy with knowledge of Microsoft Office, Google Suite, E-commerce Business Model, Operation and Technology
- Able to meet tight deadlines and willing to work extra hours during big campaigns
- Ability to multitask, prioritize, and manage time effectively
- Problem analysis and problem-solving skills
- Independent, self-motivated and have a strong sense of responsibility with positive attitude

Duties and Responsibilities:

- Setup and manage all online sales and marketing activities on B2C eCommerce marketplaces in Malaysia, such as e-Commerce website, Shopee, Lazada, social media account etc.
- Manage all online activity in relation to traffic acquisition, sales, customer service, new product listing, content maintenance, campaign planning, order and inventory management etc.
- Ensure accuracy and timeliness of task being assigned.
- Understand all feeds for inventory, pricing, product activations, promotions and content and their impact to the e-Commerce website, Shopee, Lazada, social media accounts etc.
- Create promotion strategy, bundle promotion, manage costing and profit.
- Stock level forecast and planning for sales target.
- Preparation for Live session and as emcee.
- Process sales order and work closely with clients (businesses) to ensure smooth operations of online store, including accurate and timely order fulfilment and logistic arrangement.
- Drive revenue growth by increasing online traffic and brand awareness.
- Manage customer queries promptly and diplomatically, monitor online customer feedback and be the main point of contact for assigned e-Commerce marketplaces.
- Create and maintain content and ensure all products and pricing are correct, updated and in line with marketing campaign plans and terms at all times.
- Stay updated with the latest best practices, acquire insight and strategies in online marketing trends in e-commerce sector.



- Continuous improvements to enhance consumers' shopping experience.
- Execute promotional and advertising campaigns.
- Assist in the conceptual and technical operation of marketplaces.
- Work with clients (businesses) to discuss, recommend, explain, and reconcile desired functionality and technology capabilities.
- Work with Technical Lead to document, define, and share detailed business requirements of critical and complex custom-designed scenario.

Job Type:

Full-time Salary: RM2,000.00 - RM3,500.00 per month

Internship Allowance: RM500 – RM1,000 per month

Benefits:

- Work from home

Schedule:

- Flexible hours
- Monday to Friday

.NET or PHP Technical Lead

Job Requirements:

- Degree in Computer Science or its equivalent.
- Experienced in C#, VB.net, ASP, ASP.net development.
- Experienced in development through the full cycle of SDLC, designing and working with n-tier architectures.
- Proficiency in SQL Programming, knowledgeable in writing complex stored procedure, data normalization and performance.
- Excellent problem solving, critical thinking, and communication skills.
- Ability to work independently with multi-task and a reliable attitude.

Duties and Responsibilities:

- Monitor performance to identify and help resolve system problems.
- Investigate and resolve problems on selected software products and standard systems.
- Apply appropriate tools to analyze, identify, and resolve technical problems.
- Responsible for leading standard solution implementations, upgrades, enhancements, and conversions.
- Maintain security, integrity, and business continuity controls and documents.

Job Type:

Full-time Salary: RM2,000.00 - RM3,500.00 per month

Internship Allowance: RM500 – RM1,000 per month

Benefits:

- Work from home

Schedule:

- Flexible hours
- Monday to Friday