

Jobs Description Form		
<b>Company Name:</b>	The Legal Review Sdn Bhd	
<b>Brief Company Profile</b>		
<p>The Legal Review is an innovative new legal publisher in the Malaysian market that selects and publishes the most current and relevant legal judgments, coupled with succinct and comprehensive headnotes.</p> <p>The three flagship legal journals are the</p> <ol style="list-style-type: none"> <li>1) Malaysian Law Review Appellate Courts,</li> <li>2) Malaysian Law Review High Court and</li> <li>3) Malaysian Employment Law Review featuring cases from the Federal Court, Court of Appeal, High Court and Industrial Court.</li> </ol>		
<b>Job Title</b>	<b>Job Closing Date</b>	
MARKETING EXECUTIVES	NONE	
<b>Job Responsibilities</b>		
<ol style="list-style-type: none"> <li>1. To market to corporate clients</li> <li>2. To assist in the preparation of marketing plans and executions</li> <li>3. To assist with event management activities</li> </ol>		
<b>Skills &amp; Competencies Requirements</b>		
<i>Technical/Functional/Hard Skills</i> <ol style="list-style-type: none"> <li>1. Practical competency in marketing</li> <li>2. Ability to draft official letters in English and Bahasa Malaysia</li> <li>3. Practical competency in MS Powerpoint, Excel and Word</li> </ol>	<i>Behavioural/Soft Skills</i> <ol style="list-style-type: none"> <li>1. Positive work ethic</li> <li>2. Strong command of written and spoken English</li> <li>3. Self- determined , hardworking, and fast learner</li> <li>4. Strong communication skills</li> </ol>	<i>Qualifications</i> <input checked="" type="checkbox"/> Diploma <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Masters
<b>Candidate Preference</b> <i>(Please tick whichever appropriate)</i>		
<input type="checkbox"/> School of Computing & Technology <input checked="" type="checkbox"/> School of Business & Management <input type="checkbox"/> School of Engineering	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Internship <input type="checkbox"/> Contract	<input checked="" type="checkbox"/> Local Students <input checked="" type="checkbox"/> International Students Number of Vacancy: ____ - ____

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### Employer Contact Details

<b>Contact Person:</b>	The Legal Review Sdn Bhd	<b>Tel:</b>	03-1300 88 3529
<b>Designation:</b>		<b>Fax:</b>	03-41083337
<b>Website:</b>	www.malaysianlawreview.com	<b>Address:</b> Level 36, Menara Citibank, 165 Jalan Ampang, 50450 Kuala Lumpur	
<b>Email:</b>	shanta@malaysianlawreview.com		

