



## ***Executive (Creative Design)***

Department: Communications & Creative Services

Location: Level 2, Tower 2, PETRONAS Twin Towers, Kuala Lumpur City Center

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### **Requirements:**

- Degree in graphic design, fine art, or related disciplines
- Knowledge in creative process, graphic design, production and creative software or related areas
- Possess good project and time management skills
- Excellent communication, interpersonal, problem solving, and analytical skills

### **Job Purpose:**

Plan and develop creative artwork that will publicize events to increase the branding of the company.

### **Key Accountabilities:**

1. Design Concept Production
  - Initiate a project by coming up with a master concept and presenting the idea with a layout. Work in collaboration with manager, senior and other designers to evaluate the credibility of the design and to provide solutions in consistency with the communications strategy and plans and through research on the latest emerging trends to project positive image across multiple products and platforms (traditional and digital), aligned with the company's brand and communication strategy.
2. Coordination with Vendors
  - Coordinate with third party vendors on a regular basis to ensure deadlines are met and material is produced/printed to the highest quality.
3. Digital Content Management
  - Draw up project plans and communicate effectively across multiple internal and external stakeholders to align on scope, timelines, and expectations.
  - Create and maintain project schedules to ensure campaigns are on-track and coordinate with other departments and teams to ensure deliverables are being met.
  - Initiate, lead and execute monthly digital campaigns (i.e. Weekly, monthly and yearly contents across all digital platforms).
4. Artwork Asset Management
  - Create and maintain files for all creative assets and resources, such as software, art materials, and special fonts, which are needed for record keeping and referencing.
5. Research & Analysis
  - Develop and manage market research activities to identify feedback and sentiments by setting measurement parameters to ensure and assess campaign effectiveness to provide logical insights and actionable recommendations to the management.

6. Other Duties as Assigned by the Company
  - Plan and execute all other duties as assigned by the company.

**Generic Accountabilities:**

1. Networking and Relationship Building
  - Foster and sustain effective working relationships and rapport with the government authorities, business and management institutions, national and key industry players and service providers in order to keep abreast with latest development in the relevant markets and capitalize on insider status and strategic alliances to capture opportunities for new business ventures and enhance public confidence in the company business solutions, products and services.
2. Good Governance
  - Enforce the implementation of applicable procedures and guidelines and affect the compliance to statutory and legislative requirements in order to ensure conformance to the established Limits of Authority (LOA), policies and government regulations to safeguard company and shareholders' interest, image and reputation.
3. Mindset, Behavior & Culture
  - Develop and implement distinctive mindset, behavior and culture within the working team to achieve high work performance by adopting and implementing value interventions, tools and methodologies to promote and instill high sense of commitment, ownership, integrity and loyalty that will contribute to operational excellence.
4. Leadership & Capability Development
  - Drive the development of competent working team that will enhance and sustain staff capabilities in achieving high performance delivery to ensure internalization of the right leadership and capabilities in executing their jobs.
5. HSE Policies and Code of Conduct
  - Communicate, interpret, and champion the execution of the objectives and provisions of the Health, Safety and Environment (HSE) policies and Codes of Conduct and Business Ethics (COBE) within the working team and undertake appropriate mitigation and/or intervention programs.

Interested candidates are invited to submit a complete CV stating personal particulars, employment history, qualifications and current salary together with a passport sized photograph.

Please direct your applications via email to the following:

**Human Resource & Administration of Finance & Corporate Services Department**

MALAYSIAN PHILHARMONIC ORCHESTRA

Level 2, Tower 2

PETRONAS Twin Towers

Kuala Lumpur City Centre

50088 Kuala Lumpur, Malaysia.

Email: [career@mpo.com.my](mailto:career@mpo.com.my)

- Only shortlisted candidates will be notified.
- All applications will be treated in the strictest confidence.
- Closing Date: **30 April 2023**