



JOB VACANCY

**ASSISTANT, INNOVATION & MULTIMEDIA HUB (ENTREPRENEUR
DIGITALIZATION) (PEKERJA SAMBILAN HARIAN)**

JOB SCOPE:

- To facilitate Perak SMEs in digitalization activities offered by Hub Inovasi & Multimedia.
- To assist in planning and implementing strategies and programs in promoting access, awareness and add value towards creating digital entrepreneur society;
- To explore the possibility of development company's entrepreneur's digitalization promotions and training;
- To help in entrepreneur knowledge sharing, training, workshop as and when required.
- To assist in the up keeping of any entrepreneur's/HiM's systems entrusted to HiM;
- To prepare reports by collecting, analyzing, and summarizing information;
- To provide support in technical area as first level trouble shooting.
- To actively contribute in Hub Inovasi & Multimedia overall services.
- To contribute to team effort by accomplishing related results as needed;
- To work outside of standard working hours as and when necessary and required to support work requirement/assigned.
- To perform other tasks and assignments as required and/or instructed as and when necessary

REQUIREMENT:

- Candidates must possess at least Diploma in Business & Multimedia / Diploma in Creative Multimedia Design / Diploma in Business & Marketing plus Multimedia or equivalent.
- Minimum 1 year experiences in related field and skill
- Key Behavioral / Personal Attributes: Pleasant disposition, comfortable and confident and focused in interacting with all agencies
- Other Requirements: Energetic, independent, target oriented and self-motivated. A team player and able to work beyond normal working hours, able to work in the field & able to outstation for certain period of time

OTHER INFORMATION:

- The appointment is a contract as temporary workers
- The employment of the employee shall be not exceeding six (6) months (contract extension is performance based)
- Salary is RM 72 perday
- Allowance Entitlement for Official Domestic Travel
 - a. Mileage Allowance
 - b. Room Type or Lodging Allowance
 - c. Daily Allowance
 - d. Meal Allowance
- EPF & SOCSO Contribution

Note:

- This vacancy must be applied through the Job Online System at <https://digital.perak.my/>