

JOB DESCRIPTION

POSITION	Admin Executive
DEPARTMENT	Administration
REPORTING	
DOCUMENT NO.	JD-AD-001
REVISION NO.	0
EFFECTIVE DATE	1 January 2010

No	Items	Description	Remarks
1	Job Objective	To ensure licensees satisfaction, achieved through his/her ability to develop and maintain a strong licensing system support.	
2	Duties & Responsibilities	<ol style="list-style-type: none"> 1. Responsible in administration work which includes licensing division. 2. Responsible in handling potential licensees recruitment. 3. Assist in Lorong Seratus Tahun licensing division which includes organizing and planning of promotions and events activities. 4. Assist in handling enquiry and interview the prospect franchisees and handling 1st level of screening on the potential licensees 5. Assist in communication & coordination work with the consultants, Malaysian Franchise Association and other government agencies 	
3	Requirements	<ol style="list-style-type: none"> 1. Candidate must possess at least a Professional Certificate, Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, any field. 2. Required skill(s): need knowledge about franchise system, good in public speaking. 3. Required language(s): Bahasa Malaysia, English 4. At least 2 year(s) of working experience in the related field is required for this position. 5. Preferably Junior Executives specializing in Marketing/Business Development or equivalent. 6. Able to travel and posses own transport. 7. Full-Time positions available. 	