



Revision Date:

Position Title	Protégé - Corporate Affairs Executive	Job Grade	WAS Protégé
Department	Corporate Affairs	Unit	Corporate Affairs
A. JOB DESCRIPTION <i>(Helps to define purpose of job)</i>			
<p>As a Corporate Affairs Protégé, you will play a crucial role in supporting the Corporate Affairs team in all aspects of communications, public relations, and stakeholder engagement. This role is designed for a recent graduate or entry-level professional who is eager to learn and grow within the corporate affairs field. You will have the opportunity to work alongside experienced professionals and gain valuable hands-on experience in the industry.</p>			
B. JOB SUMMARY/KEY RESPONSIBILITIES: <i>(Functions of positions – please provide 3 to 8 key accountabilities)</i>			
<ol style="list-style-type: none"> 1. Media Monitoring: Keep abreast of industry news, monitor media coverage, and provide regular summaries to the team. 2. Content Creation: Assist in drafting press releases, corporate communications, and content for internal and external publications. 3. Social Media Management: Support the management of the company's social media channels, including content creation, scheduling, and monitoring engagement. 4. Stakeholder Engagement: Assist in building and maintaining positive relationships with internal and external stakeholders. 5. Event Coordination: Participate in the planning and execution of company events, gatherings, and exhibitions. 6. Crisis Communication: Contribute to crisis communication planning and responses to protect the company's reputation. 7. Research and Analysis: Conduct research on industry trends, competitors, and emerging issues. 8. Administrative Tasks: Provide general administrative support to the Corporate Affairs team, including scheduling meetings, managing calendars, and maintaining department records. 9. Professional Development: Continuously learn about corporate affairs best practices and industry trends, seeking opportunities to develop your skill set. 			
C. POSITION SPECIFICATIONS <i>(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)</i>			
Academic qualifications & professional certificates	<i>Essential</i>	Degree Mass Communication and/or Corporate Communication or equivalent	
	<i>Preferred</i>		
D. COMPETENCIES			
Knowledge & skills required :	<i>General</i> :	Required language(s): English and Malay.	
	<i>Technical:</i>	Sound knowledge on writing skills, promotional items etc. ,	
Personal Attributes :	<i>(e.g. Self-motivated, strong interpersonal, able to work independently, a team player)</i> <ul style="list-style-type: none"> • Strong interpersonal skills 		



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	<ul style="list-style-type: none">• Able to work independently• Team player Independent, with persuasive interpersonal skills and result-driven. <ul style="list-style-type: none">• Target oriented and ability to work under pressure to meet targets.
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E. REPORTING STRUCTURE

(Direct report / superior / peers within Department)

