Curas Ltd is a British company with representative office in Penang. Curas is emerging as a new medical device brand in the world. In line with our expansion plan and to support our worldwide operations; we are seeking capable and dedicated individuals to join our dynamic organization for an exciting career in the below position. We offer challenging and supportive working environment with opportunities for career development.

Marketing Coordinator

Responsibilities

- To assist in various marketing coordination tasks
- Manage and handle customers enquiries and related functions
- Coordinate and liaise with customers to have leaflets and promotion materials translated into their local languages
- Manage and organized translation bank/folder systematically
- Manage and coordinate with vendor for pictures and copy/text for uploading to website
- Assist on implementation of marketing and promotion material

Requirements

- Degree in Business Administration, Marketing, Commerce or related field
- At least 2 years working experience, preferably in marketing or branding
- Knowledge in marketing or related field
- Good communication skill in both written and verbal English is mandatory. Ability to communicated in other additional languages would be of advantage
- Result oriented, systematic and good organization skill
- Multi-tasking and ability to work with minimum supervision
- Good interpersonal skill and ability to interact with people of all levels
- Good IT knowledge and literacy in Microsoft Office application
- Age below 40 years old

Salary will commensurate with your qualification and experience. Qualified and interested candidates are invited to apply via e-mail to hr@curas.com with your resume and indicating your expected salary. Only short-listed candidates will be notified.

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