



INTER-EXCEL ADVISORY SDN BHD

Inter-Excel Advisory Group is an integrated provider of professional education with career counselling services and human resources consultancy, aircraft leasing consultancy, catering specifically to airline industry. We are the pioneer airline training and placement centre in Asia with a proven track record (Excel group of companies was established since 1996). Our company specialises in Aviation Placement Consultancy cum Cabin Crew training, Career Counselling & Education.

Aviation Placement Consultancy - We are very proud to represent various international airlines in organizing their cabin crew recruitment locally and overseas. Some of our airline clients are Qatar Airways (from Year 2000-2004), Etihad Airways, the national airline of the U.A.E (2004 – current), Royal Jordanian Airlines, Royal Brunei Airlines, Oman Air and etc. We have vast experience in organizing cabin crew recruitment in Malaysia as well as spreading its wing to 14 other countries in Asia, Eastern Europe namely China, Thailand, Indonesia, Vietnam, Singapore, Cambodia, Myanmar, India, Philippines, Japan, Hong Kong, Romania, Ukraine, Jordan, Lebanon etc. We are currently South-East Asia's most reliable airline placement centre. We aim to be Asia's manpower company in years to come.



Oman Air Interview at Bangkok



Etihad Airways Interview at Hong Kong



Etihad Airways Interview at Japan



Oman Air Interview at Romania



Class in Progress - Dining Etiquette



Successful Students with Trainers



Due to our recent expansion, we are looking for dynamic candidates to join us aboard at our Kuala Lumpur, Penang, Kota Kinabalu and Johor Bahru offices. We hope to invite suitably qualified candidates who have pleasing personality with good communication and interpersonal skills. Training will be provided for the right candidates.

Public Relation Executive

(Kuala Lumpur / Kota Kinabalu / Johor Bahru / Penang, Malaysia)

Responsibilities:

- ❖ Responsible for creating, planning and implementing marketing, communications and public relations activities and materials.
- ❖ Coordinate the appearance of all print and electronic materials such as use of logos, brochures, newsletters, etc.
- ❖ Writing and/or proofreading press releases and write-ups.
- ❖ Manage company website
- ❖ Lead the planning and organizing of marketing events
- ❖ Leads projects that are marketing related and special events
- ❖ Attend to customers' enquiries and take part in education fair / roadshows etc
- ❖ To provide flight attendant course counselling
- ❖ Assist in Career exhibition or talks in secondary schools/ colleges

Requirements:

- ❖ Candidate must possess at least a minimum of Bachelor's Degree, preferably in Mass Communication majoring in Public Relations, Journalism, Marketing or equivalent.
- ❖ Strong oral and written communications skills
- ❖ **Candidate must be HIGHLY PROFICIENT in written and spoken English**
- ❖ Demonstrated successful experience and organizing events
- ❖ Strong creative and analytical skills
- ❖ Willing to travel for work
- ❖ Fresh graduate with outstanding achievement is encouraged to apply, but candidate with 1-2 years experience is preferred

Business Development Executive

(Kuala Lumpur / Penang, Malaysia)

Brief Job Description:

Jointly developing a sectoral & territorial strategy in Malaysia with the identification of potential business, contact and presenting the company's credentials and family winning the assignment.

Developing new business / markets

He/She should be willing to travel across Malaysia and South East Asia. Possessing good verbal and written communication skills (both Malay & English)

Responsibilities:

- ❖ Procure new businesses
- ❖ Developing our foreign airline clientele
- ❖ Establish good rapport with customers and assist in identifying business opportunities from the perspective of product applications
- ❖ Manage and ensure business development expenditure is within control and budget
- ❖ Develop targets and goals for sales and marketing
- ❖ Monitor trends and market sentiments, ensure programmes are developed to attract new markets and improve existing market positioning
- ❖ Business Development Role : To maintain the desired individual center sales and continue the overall organization's growth
- ❖ Perform any other business development functions as instructed by the management



Requirements:

- ❖ Candidates must possess at least Diploma/Degree in Business Studies/ Administration/ Management, Commerce, Marketing or equivalent.
- ❖ Self-starter, Result oriented, Enthusiastic and customer-oriented
- ❖ Excellent oral & written communication and presentation skills in English, BM or Chinese
- ❖ Excellent communication, leadership, interpersonal, analytical and negotiation skills and able to interact with people at all levels.
- ❖ A self-motivated initiative person, able to work independently yet a team-player.
- ❖ Willing to travel and possess own transport

Human Resources and Admin Executive

(Kuala Lumpur / Penang, Malaysia)

Responsibilities:

- ❖ Assist in all Human Resource functions such as recruitment, training and general affairs
- ❖ Assist in sourcing and shortlisting candidates for in-house positions as well as international recruitments.
- ❖ Develop and execute training program when needed
- ❖ Able to conduct or participate in job fairs and other recruiting activities
- ❖ Coordinate interview arrangements, conduct interviews, reference checks and identify the right candidates to fill vacancies with our client
- ❖ Preparation of HR documents
- ❖ Handle government statutory documentation eg. EPF, SOCSO, income tax and etc
- ❖ Prepare analysis reports to determine staff members, skills and needs to meet the organization's objective.
- ❖ Attend to customers' enquiries and take part in education fair / roadshows etc

Requirements:

- ❖ Minimum Degree in business disciplines, preferably with Human Resources Management / Psychology / Mass Communication background
- ❖ The ability to work as an effective member of a team
- ❖ Excellent communication and interpersonal skills
- ❖ Able to work independently with minimum supervision.
- ❖ Knowledge in Employment Act and related statutory requirements
- ❖ Must be tactful, meticulous and people-oriented
- ❖ Preferably have hands-on experience in handling payroll and its related role/ documentation will be an added advantage.
- ❖ Able to commence work immediately or within short notice preferred

Office Administrator

(Kuala Lumpur / Penang, Malaysia)

Responsibilities:

- ❖ Oversee and coordinate overall office activities
- ❖ Handle promptly and courteously all incoming & outgoing calls, mails, faxes, memos & emails
- ❖ Assist in receiving, directing and relaying messages/ internal correspondences
- ❖ Must be able to organize office systems
- ❖ Manage and maintain a systematic filing and reporting system of corporate documents
- ❖ Oversee student-related administration such as fees, hostel rental, attendance and handle student disciplinary problems
- ❖ Attend to customers' enquiries and take part in education fair / roadshows etc

Requirements:

- ❖ Candidate must possess at least a Higher Secondary/STPM/"A" Level/Pre-U, Professional Certificate, Diploma, Advanced/Higher/Graduate Diploma, any field.
- ❖ Required skill(s): Ms Office, Communication skill, Telephone Etiquette.
- ❖ Required language(s): English, Bahasa Malaysia, Chinese



- ❖ Pleasant personality
- ❖ Fresh graduates/Entry level applicants are encouraged to apply. Applicants with at least 1 year working experience in administrative duties will be an added advantage

Junior/Senior Marketing and Promotions, Executive

(Kuala Lumpur / Penang, Malaysia)

Responsibilities:

- ❖ Ability to organize marketing & promotional work locally and overseas
- ❖ Assist in Career exhibitions, roadshows or talks in secondary schools/ colleges
- ❖ Furnish customers' enquiries on various courses
- ❖ Follow-up on interested student list (Customer Database provided)
- ❖ Conduct marketing research & development
- ❖ Develop and execute effective marketing strategies and brand management plans to achieve profitability goals and business objectives
- ❖ Event management
- ❖ Ability to multi-task is an asset

Requirements:

- ❖ Candidates must possess at least a Diploma/Degree in Marketing, Business Administration or related disciplines.
- ❖ Creative, self-driven individual with excellent interpersonal and communication skills.
- ❖ Committed, hardworking, independent, resourceful & with pleasant personality
- ❖ Result oriented, Enthusiastic and Customer-oriented attitude
- ❖ Able to work under pressure & long hours specifically during major functions
- ❖ Preferably with minimum 1 year(s) of working experience in the related field
- ❖ Willing to travel locally, preferably with own transport
- ❖ Training will be provided (PowerPoint presentation/ marketing skill, etiquette etc.)
- ❖ Written and spoken in English and Mandarin

Benefits:

- 5 ½ days week, Opportunity to travel locally + overseas
- Attractive pay package (Basic Salary + Transport Allowance/ Performance Incentives)
- Excellent staff development and career progression
- EPF and SOCSO will be provided

For more information, please visit: www.excelmalaysia.com

Interested candidates should email their application letter, personal resume and 1 passport- sized photograph to:

Inter-excel
ADVISORY

Inter-Excel Advisory Sdn Bhd

Lot D7 & D8, 1st Floor, KL Plaza (Fahrenheit 88),
No.179, Jalan Bukit Bintang, 55100 KL.
Tel: 03- 2141 4200 / 2144 1801
Email: contact@excelmalaysia.com

Wisma Perkeso (Heritage Building)
No.269, Jalan Burma 10538 Pulau Pinang.
Tel: 04-228 8820/30/40/ 018-3545550
Email: contactpg@excelmalaysia.com