



## **The Institute of Internal Auditors Malaysia**

We are a non-profit professional organisation dedicated to the advancement and development of the internal audit profession in Malaysia. Established in 1977 as a Chapter of Global Institute of Internal Auditors, USA, we are recognised for championing and advocating governance, risk management and controls. To support the growing business and membership, we invite results-driven individuals to join us as:

### **EXECUTIVE, MEMBERSHIP**

(Based in Menara Bangkok Bank @ Berjaya Central Park, Jalan Ampang, Kuala Lumpur)

### **JOB RESPONSIBILITIES**

- Assist in developing, managing and expanding both individual and corporate membership scheme to meet annual budget targets
- Deliver membership scheme benefits and ensure that the highest standards of service are maintained at all times
- Ensure prompt and accurate handling of membership renewal process
- Prepare, vet and process new applications
- Maintain close liaison with IIA Global, District Societies/Working Committees, internal and external parties
- Build a good relationship with members through regular communication
- Maintain a systematic database and effective record management
- Assist in preparation and publication of The Institute's newsletter
- Assist in organising and managing meetings, projects, activities and events such as networking session, corporate awards and annual general meetings
- Participate in ad hoc projects

### **WORK EXPERIENCE REQUIREMENTS & EDUCATION REQUIREMENTS:**

- Candidate must possess at least a Degree in Business Administration or equivalent
- Minimum 2 years relevant working experience
- Good interpersonal and communication skills to interact with people at all levels
- Possess positive attitude and strong analytical skill
- Highly self-motivated with the ability to work on own initiative in order to complete task
- Computer literate (MS Word, Excel, PowerPoint)
- Applicants should be Malaysian citizens or hold relevant residence status
- Possess own transport

**Interested candidates are invited to submit resume to the following address before  
28 December 2018 or email to [recruitment@iiam.com.my](mailto:recruitment@iiam.com.my):**

**Executive Director  
The Institute of Internal Auditors Malaysia  
1-17-07, Menara Bangkok Bank, Berjaya Central Park  
105 Jalan Ampang, 50450, Kuala Lumpur**