

Job description

Project- & Marketing- Coordinator

Employer: German School Association Malaysia, Kuala Lumpur
Start date: Mid-August 2022.
Working hours: 25 hours per week
Application deadline: 20/06/2022

Focus of duties:

1) Project work

- Planning, contributing and brainstorming for events and competitions as well as their publication, including taking care of the photo archive
- Coordinating and managing various projects, both independently and in cooperation with the management level and/or teaching staff
- Supervising the host student program, including recruiting new students and organizing the application process as well as communicating with the people involved
- Maintaining and updating internal statistics

2) Marketing & Public Relations

- First point of contact for public relations, including creating media for marketing purposes, publications in magazines and communication with partners (e.g. German Embassy, GSSKL, MGCC, Goethe Institute), maintaining the school's social media and internet presence, and alumni relations
- Designing and coordinating the yearbook and organizing its sales
- Sponsorship work, i.e. maintaining and expanding the sponsor network
- Designing internal and external school documents and materials in the school's corporate design, as well as reviewing/adapting new materials as part of quality management
- Developing & elaborating marketing strategies to increase our student number

3) IT

- Maintaining and updating the school website, including maintaining the school Google calendar
- Technical support working with Stüber's "Magellan" database software, as well as creating and editing reports and templates using "Crystal Reports"

Requirements profile

- Interest in school work and working in a multicultural team
- Independent and solution-oriented way of working as well as a high degree of independence
- Experience in project management, organizational skills as well as high communication skills
- Very good knowledge of written and spoken English, good knowledge of German is an advantage
- Good knowledge and experience in MS Office applications (Excel, Word, PowerPoint, Outlook)

as well as knowledge of WordPress, Magellan and Crystal Reports, if applicable

- Interest in IT solutions and a high willingness to learn how to use software and hardware

Further Information

The German School Kuala Lumpur (DSKL) is a German school abroad recognized by the Conference of Ministers of Education and Cultural Affairs under the umbrella of the German School Association Malaysia (DSM). Approximately 200 children and teenagers are instructed, supervised and taught according to German curricula from kindergarten to the Abitur. The DSKL receives financial and professional support from the German Foreign Office. It bears the seal "Excellent German School Abroad".

We offer a position in a highly motivated team in a multicultural environment and a position with a variety of creative possibilities. Furthermore, we offer a 1-year contract with an extension option in an appropriate salary classification. Visa and work permit will be organized by the school.

Please send your application including curriculum vitae, letter of motivation and references to the administrative manager Mrs. Anja Schupp, manager@dskl.edu.my.