



Marketing Coordinator  
Marco Corporation (M) Sdn Bhd

JOB DESCRIPTION

Responsibilities:

- Assist in administration duties & the coordination of the marketing activities for the Sales & Marketing section.
- To maintain proper filing system.
- To handle customer's enquiries.
- Support in promotion event.

Requirements:

- Minimum SPM / STPM level or equivalent.
- Fresh graduates are encouraged to apply.
- Microsoft Office literate.