

JOB OPPORTUNITY

GRAPHIC DESIGN AND MARKETING ASSISTANT



Type of Vacancy : Full Time

Preferred education level (s) : Degree

Preferred Major (s): Art & Design, Mass communication

Organization details :

Company : Viskou Technology Sdn Bhd
Website : <https://viskou.my/>
Address : 41, Jalan Harimau Tarum, Taman Abad, 80250 Johor Bahru, Johor Darul Ta'zim

Job Responsibility :

- 1) Responsible for designing and enhancing all types of company marketing materials, including but not limited to: product posters, promotional posters, event posters, product brochures, and product leaflets.
- 2) Assist with the daily visual maintenance and updates of the company website, including image uploads, layout enhancements, and banner design.
- 3) Provide comprehensive design and event support for company marketing activities, seminars, product launch events, and similar engagements.
- 4) Complete other duties assigned by management.

Job Requirements and Qualifications :

- 1) Proficiency in design software: Photoshop / Illustrator / Canva / Figma (one or more)
- 2) Fresh graduates with a strong interest are welcome.
- 3) Basic image processing, layout design, and simple video editing skills advantageous
- 4) Strong copywriting ability to organise product materials and draft straightforward technical specifications
- 5) Foundational proficiency in office software: Excel / Word / PowerPoint
- 6) Experience with low-voltage systems / security / networking products preferred (e.g. CCTV, WiFi, Access Control)
- 7) Product photography skills advantageous (non-essential)
- 8) Meticulous and responsible approach to work
- 9) Capable of independent task completion whilst collaborating with sales teams
- 10) Proactive attitude and clear communication
- 11) Strong time management (handling design + administrative tasks concurrently)
- 12) Open to technical products with willingness to learn (company training available)

Benefits :

- ✓ monthly KPI bonuses
- ✓ Allowances (medical, transportation, etc)
- ✓ professional in-house employee training

Person-in-charge :

Name : Sunny
Contact No. : +65-8067 0870
Email : hrsg@viskou.com



诚聘

1. 平面设计 (JB)

- 具备平面设计背景，欢迎应届毕业生
- 能以中英文沟通
- 底薪RM3,000-RM4,000
- 5天工作制

2. 技术支持工程师 (JB)

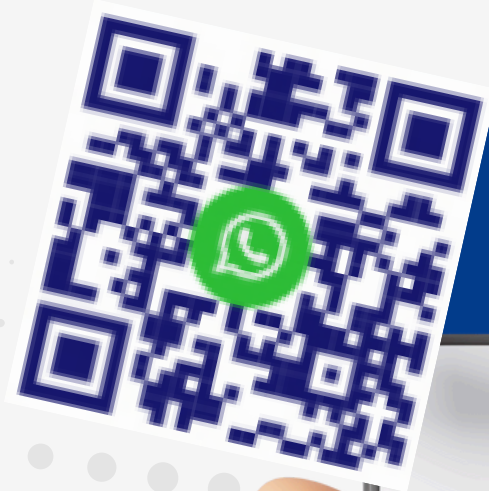
- 具备工程师背景，欢迎应届毕业生
- 能以中英文沟通
- 底薪RM3,200-RM4,200
- 5天工作制

3. 电商运营专员 (JB)

- 4. 具备电商经验，欢迎应届毕业生
- 5. 能以中英文沟通
- 6. 底薪RM3,000-RM4,000
- 7. 5天工作制

员工福利:

- 每月KPI，丰厚销售奖励
- 各项津贴（医疗，交通等等）
- 提供专业内部员工培训



Job Application

