

JOB OPPORTUNITY

Marketing Associate



MACROSS

Accounting Service | Company Formation | Corporate Secretarial
Services Statutory & Non Statutory Audits | Corporate & Personal Tax

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

Organization details :

Company : Macross Consultancy (M) Sdn Bhd
Website : <https://www.macrossconsult.com/>
Address : #03-02 Block A, Pusat Perdagangan Ekoflora, Jalan Ekoflora 7/3, 81100 Johor Bahru, Johor.

Job Responsibility :

- 1) Execute marketing campaigns for courses, events, and brand initiatives
- 2) Manage and update social media platforms (Facebook, Instagram, Xiaohongshu, WhatsApp communities)
- 3) Create marketing content such as social media captions, promotional copy, and basic EDMs
- 4) Assist in designing marketing materials using Canva and simple video tools (Capcut, Adobe)
- 5) Coordinate with internal teams to ensure consistent branding and messaging
- 6) Support marketing events including preview classes, seminars, and workshops
- 7) Monitor campaign performance and assist in basic reporting and optimisation
- 8) Perform other marketing-related tasks as assigned

Job Requirements and Qualifications :

1. Diploma or Degree in Marketing, Communications, Business, or related fields
2. 1–3 years of relevant marketing experience (fresh graduates with strong portfolios are encouraged to apply)
3. Good written and verbal communication skills in English and Chinese (preferred)
4. Familiar with social media platforms (Facebook, Instagram, Xiaohongshu)
5. Basic copywriting skills with strong call-to-action awareness
6. Able to use Canva, CapCut, or similar design/video tools
7. Strong sense of marketing trends and content creation
8. Personal Attributes
9. Proactive, self-motivated, and execution-driven
10. Creative thinker with a hands-on attitude
11. Interest in education, entrepreneurship, and business content
12. Able to manage multiple tasks and meet deadlines

Preferred Attributes (Added Advantage)

1. Experience in education, training, or consulting industries
2. Short-form video / Reels / Xiaohongshu content experience
3. Event marketing or community management experience
4. Basic understanding of business or entrepreneurship topics

Benefits :

- | | |
|------------------------------------|--------------------|
| ✓ Basic salary + monthly KPI bonus | ✓ Company Trip |
| ✓ EPF/SOCSSO/EIS | ✓ Medical Claims |
| ✓ Quality Working Environment | ✓ Medical Check Up |
| ✓ Flexible Working Hour | ✓ Attractive Bonus |
| ✓ Unlimited Leaves | ✓ Computer Program |
| ✓ Playful Working Environment | |

Person-in-charge :

Name : Kelvin Chia
Contact No. : 018-768 2678
Email : kelvin.chia@macrossconsult.com



MACROSS

TOGETHER, WE GROW



About us

Established in 2016, we offer a full range of professional services including outsourced accounting services, business services outsourcing, tax advisory, corporate secretarial, audit assurance, business advisory, legal advisory and other business solutions

Our Services



Xero/Bukku Cloud Accounting Software

- Setting up your business on Xero/Bukku
- Training Provided



Audit & Assurance

- Statutory financial statement audit
- Agreed-upon procedure (AUP)
- Compilation
- Certification
- Special audit



Business Advisory

- Internal Control and Development
- 1 to 1 Consultant



Corporate Secretarial Services

- Incorporating Company in Malaysia & Singapore
- Strike Off Company Services
- Provision of Registered Office Services
- Deregistration of the company and winding up



Bookkeeping / Accounting Services

- Establishment of Accounts for Start-Up Companies
- Assistance with Monthly/Quarterly/Half-Yearly and Yearly Closures
- Preparation of Management Reports
- Clearing Accounting Backlogs





Business Service Outsourcing

- Payroll Outsourcing
- Human Resource Advisory
- Payment Preparation
- Handbook Preparation
- Employer Contribution Set Up
- Company Standard Operating Procedure (SOP) / Manual Set-Up
- Shared Services Centre



Training & Development

- Human Resource
- Tax-Related
- Personal & Corporate Responsibility Related
- Xero/Bukku Accounting



Income Tax Compliance and Tax Planning

Personal Income Tax

- Form BE (with Employment Income)
- Form B (with Business Income)
- Form P (Partnership)
- Form M (Non-Resident)

Corporate Income Tax

- Form E and Form EA
- Form C
- Form PT
- Form TF
- Form C/CS (Singapore)

Withholding Tax

- 2% WHT on commission – will be imposed to agents, dealers and distributors whose commission surpasses RM100,000 within 1 year.
- 10% for Royalty

Others

- Tax Installment
- Tax Clearance
- Refund of Tax Credits
- Set-Off of Tax Credits
- Tax Investigation



Accounting Services

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Business conditions are changing and **outsourcing accounting service** is on the rise

Business owners today face growing demands for financial transparency and regulatory compliance. Many find themselves overwhelmed, balancing day-to-day operations with complex tasks like finance, accounting, and risk management. Outsourcing has emerged as a popular solution, especially for accounting needs. It offers the chance to access skilled professionals without the overhead of in-house resources. Accounting services outsourcing is increasingly favored as a key strategy for streamlining business operations.



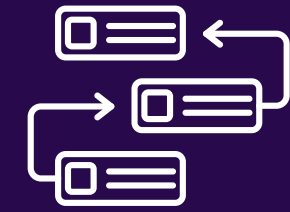
Establishment of
Account for Stand-Up
Companies



Assistance with
Monthly, Quarterly, Half-Yearly
and Yearly Closures



Preparation of
Management
Report



Clearing
Accounting Backlogs



Why Us

Our firm is a group of accounting professionals that provides clients with financial management services. These services could include auditing, tax preparation and planning, payroll processing, bookkeeping, and advisory services.

What's Included

Depending on the size and specialization of the accounting firm, the services they offer may vary. Some common accounting services are:



Bookkeeping and Accounting

This involves recording and reconciling all the transactions that take place within a business.



Tax Preparation and Planning

This is the process of preparing your tax returns to comply with federal, state, and local tax laws, and finding ways to minimize your tax liability.



Financial Reporting

Receive detailed and customized financial reports that offer valuable insights into your business's financial health.



Payroll Processing

This is the service of calculating and distributing wages, salaries, and benefits to employees, and withholding and remitting taxes and other deductions.



Advisory Services

This is a broad category that covers various aspects of financial consulting, such as business valuation, mergers and acquisitions, forensic accounting, risk management, and more.

Departments

Our departments are structured to provide end-to-end business support, covering financial, compliance, operational, marketing, and technology needs.

Each team works collaboratively to deliver integrated solutions that support business growth, efficiency, and long-term sustainability.

Accounting

Provide accounting and bookkeeping services

Audit

Financial statement audits / objective examination and evaluation of a company's financial statements

Tax

Company/Personal tax filing, Tax appeal

Corporate Secretary

Company Formation, company secretary

Marketing

Online platform posting, visualizing, content writing, company branding

Operation & Finance

Company's operation & finance management

Information Technology

Managing an organization's technology systems

How We Work

The way an accounting firm works with a client may depend on the type and scope of the service they provide. Generally, an accounting firm will follow these steps: Understanding Your Needs:

01

Understanding Your Needs

We will first assess your business situation and identify your accounting needs and goals.

02

Proposing a Solution

We will then propose a solution that suits your needs and budget, and explain how they will deliver the service and what they will charge.

04

Delivering the Results

We will then deliver the results of the service, such as financial reports, tax returns, or advisory reports, and explain the findings and recommendations

06

Transparent Pricing

We provide clear costs to avoid any surprises.

03

Executing the Service

We will then execute the service according to the agreed terms and timeline, and communicate with you throughout the process.

05

Educational Resources

We offer educational resources or seminars to enhance clients' financial knowledge and best practices.

How We Help

Macross can help businesses of all sizes with their financial needs. We go beyond number-crunching. We:

Tailor Solutions

Customize our services to align with your business goals and industry requirements.

Saving Time and Money

By outsourcing your accounting tasks to a professional firm, you can free up your time and resources to focus on your core business activities.

Improving Accuracy and Compliance

We have the expertise and experience to ensure that your financial records are accurate and comply with the relevant accounting standards and tax laws.

Providing Insights and Advice

We can also provide you with valuable insights and advice on how to improve your financial performance, optimize your cash flow, plan for the future, and more.

Our Directors



Jason Cheng
CEO of Macross

Audit Assurance
& Business Advisory



Serene Song
CFO of Macross

Tax Advisory &
Corporate Secretarial



Too Chee Keat
CTO of Macross

Account & Business
Service Outsourcing



Lim Hao Jian
Director

JASON CHENG

Chartered Accountant

Jason Cheng has over 14 years of experience in audit and business advisory. He specializes in tasks like due diligence, company valuation, and agreed-upon-procedures assignments. Jason serves a wide range of clients, including multinational corporations and SMEs, across industries such as food and beverage, manufacturing, retail, and more.

- CEO of Macross
- HRDCorp Certified Trainer
- 2023 Vice President of JCI South Key
- VTO Certified Trainer
- 14 years experiences in audit assurance, business advisory and trainings.
- Malaysia Chartered Accountant
- ACCA's Member
- 2024 President of JCI South Key



SERENE SONG

Tax Expert

Serene Song has 10 years of experience in Malaysian and international tax advisory, focusing on companies from Malaysia and Singapore. She handles tax planning, transfer pricing, and cross-border transactions. Serene assists clients with LHDN tax queries and government incentive applications. Her clients come from various sectors, and she also specializes in corporate secretarial work.

- CFO of Macross
- HRDCorp Certified Trainer
- Master in Business Administration
- Faculty Development Institute Certified Trainer (Lions Clubs International)
- 10 Years in Account & Tax industry
- Past President in BNI Winners Chapter (FY2022-2023)
- Past President in Lions Club of JB City (FY2022-2023)





TOO CHEE KEAT

Account & Business Service Outsourcing

Mr. Too brings more than 14 years of expertise in business services outsourcing, accounting, and finance. He specializes in client accounting, payroll administration, financial statements reporting, and SST filing, catering to companies of all sizes, from SMEs to multinational corporations. As the Director of Accounting and Business Services Outsourcing, Mr. Too oversees strategy and growth, spearheading new practice development and ensuring top-quality services and value delivery to clients.

- **Master in Business Administration**
- **14 Years in Account & Audit industry**
- **Specialize in corporate compliance regulations in Malaysia and Singapore.**
- **CTO of Macross**



Outsource with Confidence

Stay agile in evolving business landscapes by outsourcing accounting tasks. Achieve efficiency, cost savings, and professional support, adapting seamlessly to the increased demands for financial transparency and compliance.

Reduces expenditure in the long term by savings on software, infrastructure and licenses fees. Effective tax planning in these markets may result in tax savings



Potential
Cost Savings

15-30%



Legal and Regulatory
Compliance

100%



Potential
Tax Savings

5-20%



Global
Team Member

25+

RECOGNISED & CERTIFIED BY



OUR BANKING PARTNERS





Trusted by SMEs & Multi-National companies globally





Global Footprint

We have extensive network of professionals with expertise to easily establish or grow your business



THANK YOU

Get latest updates:



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