JOB OPPORTUNITY

Marketing Executive

Type of Vacancy : Full Time, Part Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Art & Design, Business

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Organization details :

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

Job Responsibility :

1. Manage and create content for social media platforms.
2. Plan and execute marketing campaigns and promotions.
3. Create simple visuals, videos, reels, and marketing materials.
4. Support company events and branding activities.
5. Monitor social media performance and prepare reports.
6. Research market trends and competitors.
7. Coordinate with internal teams and external partners.
8. Assist with other marketing-related tasks when required.

Job Requirements and Qualifications :

1. Minimum 1 year experience.
2. Required Language: Bahasa Malaysia, English and Mandarin.
3. Minimum Diploma in Marketing/Advertising/Media/Art/Design/Creative Multimedia or equivalent.
4. Proficient in Canva, Adobe Illustrator, Photoshop, and major graphic software/multimedia design.
5. Proven working experience in social media or related field with an excellent written and verbal communication skill.
6. Knowledge in analysis Facebook and Google adv will be an added advantage.
7. Excellent writing, editing, presenting, and communicating skills with different groups of people.
8. Ability to work effectively as part of a motivated and energetic team.

Benefits :

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

Person-in-charge :

Name : Kelvin
Contact No. : 018-786 1528
Email : macrossconsultancy3@gmail.com

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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

Business Advisory

- Internal Control and Development
- 1 to 1 Consultant

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

Audit & Assurance

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

Corporate Secretarial Services

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

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

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.

03
Executing the Service
We will then execute the service according to the agreed terms and timeline, and communicate with you throughout the process.

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

05
Educational Resources
We offer educational resources or seminars to enhance clients' financial knowledge and best practices.

06
Transparent Pricing
We provide clear costs to avoid any surprises.

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.

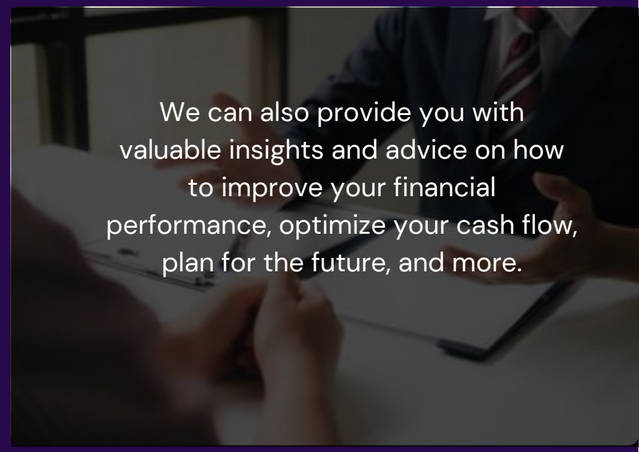
Saving Time and Money

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.

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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

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

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

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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**

Our Team

Ronnie Tang
Licensed Professional
Lawyer
Vanice Kho
Account & Tax
Senior Manager
Chong Min Yi
Audit Manager
Suki Chan
Corporate Secretary
Assistant Manager
Elvis Ng
Account Assistant
Manager

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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+

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RECOGNISED & CERTIFIED BY

ACCA
CPA MALAYSIA
ctim CHARTERED TAX INSTITUTE OF MALAYSIA
mia MALAYSIAN INSTITUTE OF ACCOUNTANTS
autocount Beyond accounting software
SQL Account
xero
Bukku
Payroll Panda

OUR BANKING PARTNERS

UOB
ALLIANCE BANK
HONG LEONG BANK
OCBC

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Trusted by SMEs & Multi- National companies globally

嘉華集團
K. WAH GROUP

BITMAIN

ALEN EDUTAINMENT

火爆锅

STUDIO

贝拉数学课堂
BELLAMATHS

talentstech

INSIDE SCOOP

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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Eco Palladium
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