



Warisan Global Sdn Bhd (WG) is a 10 year old project management company with a social focus. The company's business is to help its clients think through, design and deliver projects that aim to deliver a positive and lasting impact in both Corporate Social Responsibility (CSR) and community projects.

An innovative, energetic, dynamic and young company, we strive for nothing less than world class service and project delivery. Working with well known clients and partners, WG was also awarded an **Honorable Mention for Outstanding Work in Culture and Heritage** during the recent **Prime Minister's CSR 2009 awards** in Kuala Lumpur, Malaysia.

WG is also the Malaysian Country Host for Global Entrepreneurship Week (GEW) since 2008 – www.unleashingideas.org or www.gewmalaysia.com

More information on WG is available at www.warisanglobal.com.

SENIOR PROJECT EXECUTIVE (SPE) / ASSISTANT PROJECT MANAGER (APM)

We are looking for dynamic, young, passionate, innovative minds to join the team and are interested in working together to developing and delivering strategic, innovative world class corporate responsibility programs, as well as helping to support the development of entrepreneurial communities and programs.

We offer team members a supportive career growth path.

This position will provide project management support with the development and project deliverables and will be responsible for:

- Understanding the work to be completed
- Planning out the assigned activities in more detail if needed
- Preparing research, proposals and documentation/reporting as required
- Completing assigned work within the budget, timeline and quality expectations
- Informing the project manager of issues, scope changes, risk and quality concerns
- Proactively communicating status and managing expectations
- Performing other duties related to project management support as assigned
- Excellent communication, interpersonal and presentation skills
- Identifying possible sponsors and opportunities for sponsorship

Requirements

- Degree in any field with minimum 2 years (SPEs)/ 4years (APMs) of working experience
- Good writing, communication and project management skills
- Strong interpersonal and communication skills
- Self-motivated and dynamic team player
- Energetic, enthusiastic, highly committed and hardworking



- Well organized, resourceful, highly motivated, proactive and creative with ability to adapt in a dynamic environment
- Computer literate & proficient in Microsoft applications
- Willing to travel
- A passion to make social impact!

Interested? Please send your application to: hr@warisanglobal.com