1 December 2010

Dear Sir/Madam

HEWO.COM RECRUITMENT: RESEARCHER, MARKETING EXECUTIVE, WEB & MULTIMEDIA DESIGNER AND IT EXECUTIVE

1. RESEARCHER

Responsibilities:

- Data research, planning, compilation and analysis.
- Writing, entry and presentation of data.
- Work closely with other teams to achieve organizational goals.
- Liaise with professionals for collaboration and information provider.

Requirements:

- Must possess at least a Bachelor's Degree, Post Graduate Diploma or Professional Degree in Biology, Biotechnology, Food Technology/Nutrition/Dietetics, Medical Science, Mass Communication, Language and Linguistic or equivalent
- Required Skills: Basic Computer (Microsoft Office), Writing skill, Excellent interpersonal skill, Translation skill (added advantage)
- Required Languages: Good command in English or Chinese (fluent in other languages will be an advantage)
- Must be Malaysian citizen or hold relevant residence status
- Possess the ability to write in a variety of styles with accurate spelling and grammar will be an added advantage
- Willing to multi-task
- Fresh graduates are encouraged to apply
- Only shortlisted candidates will be notified for interviews
2. MARKETING EXECUTIVE

Responsibilities:

- Plan and execute marketing/promotional activities.
- Plan and liaise with universities/suppliers/manufacturers/etc on collaboration.
- Work closely with other teams to achieve organizational goals.

Requirements:

- Degree in Marketing, Mass Communication, Event Management, Business, Management, Food Science & Nutrition, Biotechnology or equivalent
- Required Skills: Basic Computer (Microsoft Office), Writing skill, Interpersonal skill
- Required Languages: Good command in at least English, Chinese and Bahasa Malaysia (fluent in other languages will be an advantage)
- Must be Malaysian citizen or hold relevant residence status
- Possess outgoing personality
- Able to communicate with people from all levels
- Willing to multi-task
- Fresh graduates are encouraged to apply
- Only shortlisted candidates will be notified for interviews
3. **WEB & MULTIMEDIA DESIGNER**

Responsibilities:

- Involve as webmaster in designing, developing and maintaining website.
- To design all promotional/ marketing materials below the line such as company brochures, corporate profile, leaflets, posters, catalogue, video etc.
- To cooperate with various departments for company assignments and projects.
- Must be resourceful and aware of current trends in retail and design to create innovative designs.

Requirements:

- Candidate must possess at least a Degree in Art/ Design/ Creative Multimedia/ Mass Communication or equivalent.
- Required skill(s): Action Script, Macromedia Flash/ Dreamweaver, Adobe Photoshop, Adobe Illustrator, Adobe Flash, HTML, DHTML.
- Additional skill(s): Adobe Premiere, Adobe Affect Effects
- Good command of both verbal & written English Language
- Pleasant personality and proactive attitude.
- Able to work independently with minimal supervision.
- Possess a sense of urgency and committed to delivering concepts and presentation within a specified time frame
- Willing to multi-task
- Fresh graduates are encouraged to apply
- Mass Communication graduates with interest and skills in design can apply
- Only shortlisted candidates will be notified for interviews
4. **IT EXECUTIVE**

Responsibilities:

- To be part of the software team involved in developing web applications & enhancing existing Web applications.
- Assist in software development lifecycle including testing, implementation, maintenance and documentation.
- May required participating in ad hoc project assignment.

Requirements:

- Degree in Computer Science/Information Technology, Engineering (Computer/Telecommunication) or equivalent.
- Required language: English
- Required skills: ASP, PHP
- Knowledge and skills in XHTML, CSS, XML, HTML, MySQL, Javascript, Scripting and AJAX, DOM are added advantage.
- Familiar with common web technologies and software development tools.
- Passionate about web technologies, interface designs and latest technologies.
- A team player, proactive, capable of meeting tight schedules and willing to learn
- Must be a fast learner with strong communication, analytical, programming and problem solving skills.