



Senior Executive, International Business Development Division – Cluster 2

The **Malaysian Timber Council (MTC)** was established in January 1992 to promote the development and growth of the Malaysian timber industry. MTC was formed on the initiative of the timber industry and governed by a Board of Trustees, whose members are appointed by the Minister of Plantation Industries & Commodities.

Location : Jeddah, Saudi Arabia

Our objectives are:

- **To promote** the Malaysian timber trade and develop the market for Malaysian timber products globally;
- **To develop** the timber industry by expanding the industry's manufacturing technology base and value-adding its production line;
- **To augment** the supply of raw materials for the timber-processing industry;
- **To provide** information services to the timber industry;
- **To enhance** the global credibility of the Malaysian timber industry.

Key Responsibilities:

- To provide support and assistance to your superior in carrying out the roles, functions and responsibilities of the Regional Office/ Head of Division as and when assigned to you.
- To plan, execute, oversee, follow up and/or monitor the overall operational, budgetary, financial responsibilities and activities of the Regional Office as set out in the Regional Office's Key Performance Indicators ("KPIs").
- Responsible to gather intelligence and develop intelligence network through MTC's activities as set out in the Regional Office's KPIs and through workshops, seminars and other activities attended by you.
- To identify, compile, update and build baseline databases and reports based on intelligence gathered for the specific area of responsibilities as assigned to you. This may include, but not limited, to the handling of trade enquiries received both locally and internationally. Trade enquiries generated are to be forwarded by the assigned Regional Office's to timber trade associations for onward dissemination to their respective association members, where applicable.

- To plan, prepare, organise and follow up for programme, activities and other events assigned to you. The same is also applicable for meetings, seminars, conferences, workshops and other events that you attended and participated.
- To provide desk/secretariat support and assistance to regional office(s), board committee(s), task force group(s) and other relevant committees as assigned to you, where applicable.
- To peruse, review, follow up, monitor and feedback on activities undertaken by any third-party service provider(s) appointed by MTC.
- To prepare periodic reports for management, to track strategic goal accomplishment. This may also include preparation of concept papers, position papers, board papers, minutes of meetings, notes of discussions, inputs for speeches, etc.
- To communicate regularly with other executives, your subordinates, your superior(s), and other designated contacts within MTC. This may also include, but not limited to, relevant stakeholder(s) namely ministries, local authorities, agencies, etc.
- To carry out any other assignment(s) that may be given to you from time to time by the Management of MTC.
- To organise marketing mission(s), trade visit(s) and ministerial mission(s) assigned by your superior.
- To organise participation in international trade fair(s) and online activities and to prepare international trade fair report(s) as per company's policy and procedures.
- To liaise with relevant organisation(s) to get the updating trade/market intelligence/statistics.
- To follow up with enquiries
- To monitor and prepare monthly report on timber/construction market situation as well as competitor's activities to be submitted by 5th day on every month as per company's policy and procedures.
- To ensure Regional Office compliance with all local rules & regulations, laws as well as standard operating procedures
- To represent Regional Head/ Head of Division in communication with local stakeholder(s) including local meetings with local authorities and Malaysian agencies based in the assigned territory. To prepare a summarized report to your superior within 2 days of completed activity.
- To help Regional Head/Head of Division to manage and ensure efficient and effective management of MTC Middle East (Jeddah).

Requirements:

- Degree in Economics / Marketing / Business Studies / Science-related discipline. Masters would be an added advantage.
- Preferably with 5-7 years of related working experience.
- Knowledge of timber products and the market will be a plus point.
- A strong capacity and capability to promote change, foster closer and effective cooperation with partners and other stakeholders in the industry.
- Display a high level of professionalism at all times including work accuracy, attention to detail, analytical, independent critical thinking, etc.
- Excellent verbal and written communication skills in English and Arabic as well as interpersonal skills.
- Competent user of standard Microsoft software including PowerPoint, Excel and Word.
- Self-motivated, goal oriented and highly enthusiastic.
Regional exposure is an added advantage.

Interested candidates are invited to write-in, together with a comprehensive resume and their current and expected salary together with recent passport-sized photograph not later than **31st May 2021** or addressed to:

Director, Human Resource
MALAYSIAN TIMBER COUNCIL
18th, Floor, Menara PGRM, Tower 1,
Jalan Pudu Ulu, Cheras
56100, Kuala Lumpur

or e-mail to recruitment@mtc.com.my or contact us at **03-9281 1999**
(ext: 884/883/882).