



JOB VACANCY

The Sarawak Timber Association (STA) is an organisation that provides support to its 500 members who are involved in the forest and timber industry, including training and social work. A team of dedicated staff in the Secretariat executes the work of STA under the direction of the STA Council.

We are now seeking application from suitable persons for the following position:

Member Services Officer (Public Relations)

Primary responsibility is to focus on promoting the Association externally via publicity and community relations.

Applicants must:

- Possess at least a degree in Mass Communication or equivalent;
- Have excellent writing and communication skills in English, Mandarin & Bahasa Malaysia;
- Be knowledgeable in the use of the following software: Adobe Illustrator, Adobe Photoshop, Adobe Pagemaker, Microsoft Publisher or other equivalent publication programmes;
- Have at least a year's working experience in public relation work;
- Be able to work independently and meet deadlines under minimum supervision.

Remuneration package will include competitive salary, EPF contribution, medical benefits, accident & hospitalisation insurance, annual and sick leave. Successful candidate will be required to travel extensively in the course of this work.

Applications should be made in writing and be sent to:

Chief Executive Officer
Sarawak Timber Association
11 Floor, Wisma STA
26, Jalan Datuk Abang Abdul Rahim
93450 Kuching

with the following enclosures: (a) resume (b) recent passport size photo (c) photocopy of all academic qualification/transcript (d) contact address and telephone (e) statement of expected salary and (f) a sample of your recent publication, if any. Applications without the requisite enclosures or appropriate qualification will be rejected.

Closing date for application is **25 May 2009**. Only shortlisted candidates will be called for interview.