



KONSULAT JENERAL
MALAYSIA
DI MEDAN

JOB VACANCY

The Consulate General of Malaysia in Medan is looking for a resourceful and dynamic team player for the following position:

ADMINISTRATIVE ASSISTANT

(Start date: 1 August 2025)

The position is expected to perform a variety of administrative tasks and provide support to the following duties and responsibilities:

1. Assist in consular related duties and public engagements.
2. Research and information gathering on domestic developments and related issues.
3. Management of social media platforms including preparation of suitable contents.
4. General and administrative protocol services.
5. Event management and engagement with local officials.
6. Special projects and other job-related duties.



REQUIREMENTS

1. Age between 21 to 35.
2. Education: Diploma or Degree in any field.
3. Good analytical and communication skills as well as able to conduct research and information gathering with minimal supervision.
4. Experience in using social media platforms and content creation. Having skills in photography/graphic design is an advantage.
5. Computer literate and proficient in using Microsoft Office and related software/apps.



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APPLICATION SUBMISSION

All applicants should submit a letter of interest, a detailed curriculum vitae (CV) in English including a recent coloured passport-sized photograph and photocopies of any relevant documents, certificates and recommendation letters related to the above-mentioned requirements.

Submission should be made **ONLY** via email at

mwmedan@kln.gov.my

with the subject bearing

“Application for Administrative Assistant”

APPLICATION SUBMISSION

Tuesday, 1 July 2025 at 1200hrs