



**EDUSPEC**  
**HOLDINGS BHD**  
The No.1 K12 IT Education Provider in Asia

## DIGITAL SCHOOL SUPPORT EXECUTIVE

### Responsibilities:

- Provide support for digital school solutions to teachers/ school/ parents/ parent-teacher association includes implementing teaching equipment and school management training to improve quality of education.
- Build and maintain relations with internal and external stakeholders to effectively achieve business goals.
- Plan, coordinate and attend school visits, exhibition, roadshow and other activities to promote digital school solutions.

### Requirements:

- Possess at least a Diploma/ Bachelor Degree in Education/ Teaching, Business Administration or equivalent.
- Required language(s): Chinese, English and Bahasa Malaysia.
- Good communication skills and interpersonal skills.
- Ability to work under pressure and have good presentation skills.
- Fresh graduates are encouraged to apply.

Interested applicants should email resume to [hr@eduspec.com.my](mailto:hr@eduspec.com.my) stating current and expected salaries and contact number.

You may visit us at [www.eduspec.com.my](http://www.eduspec.com.my) to get more details.

*Only shortlisted candidate will be notified.*