

**Position:** IPC Regional Coordinator – Malaysia

**About Office:** Global Electronics Manufacturing Association HQ in USA <https://www.ipc.org/>

**Location:** Penang, Malaysia (Work from home)

**Position Description:**

**Major Responsibilities:**

- Enhance IPC membership growth
- Develop relations with IPC Members
- Persuade Members to avail IPC online education resources & create awareness of IPC solutions
- Organize technical workshops & events

**Business Development (50%)**

- Calling existing and potential Members
- Visit companies
- Persuade Members to avail IPC resources – Workforce development courses & IPC solutions (Annual Target Oriented)
- Identify & develop event sponsorship opportunities, create proposals and work to achieve results
- Develop IPC database for the region & update
- Promote IPC APEX & Regional Events and invite delegation with support from Malaysian Government

**Organize Programs (30%)**

- Organize Hand Soldering competitions
- Organize Standards Development Committee Meetings
- Organize Technical Session at selected locations in Malaysia, Singapore, Philippines & Indonesia
- Organize Regional Events – coordination & operational responsibilities

**Stakeholder Coordination (20%)**

- Connect with local Government agencies, associations & Chamber of Commerce, online & print Media dedicated to electronics
- Connect with selected universities & technical institutes & create awareness of IPC workforce development courses
- Identify volunteers brand Ambassadors from IPC member companies & support IPC Regional office to develop Standards Development Committee
- Collect & share industry news to HQ/India
- Attend events/exhibition in electronics sector

**Knowledge:**

- Education sector sales experience desirable
- Good work experience in organizing events/workshops
- Excellent decision making and organizational skills.
- Habit of working without regular supervision
- Great interpersonal and communication skills
- Must be detail-oriented and possess strong organizational and time management skills with the ability to prioritize and manage completion of multiple tasks
- Possess strong verbal and written communications – English & Malay

**Education**

- Bachelor's or Master's degree
- Degree or Diploma in Marketing or Sales Management
- Strong computer skills (Microsoft Office products including Word, Excel and PowerPoint) required

**Experience**

4 - 5 years with Education/Association/Events/Exhibitions/Media Organization

**Job Status**

- Full time with 6 months probationary
- Regular review of performance

**Reporting:** Report to India Regional Head

**Salary:** As per scale & industry standard

**Apply:** Send profile/CV with current & expected salary. Apply within 4 weeks of publication of this advertisement. For any questions, please email: [hrindia@ipc.org](mailto:hrindia@ipc.org)