



FINANCIAL PLANNING ASSOCIATION OF MALAYSIA

The Financial Planning Association of Malaysia (FPAM) is a non-profit organization with a mission to raise the standards of competency and ethical practice of qualified Financial Planners in Malaysia and to educate the public on the benefits of financial planning. It was formed on 13 December 1999 to promote the CFP certification process and the CFP designation as the highest level of competence in the financial planning profession in Malaysia. The Association is represented by a group of corporate and professional individuals representing the diverse financial services industry such as insurance, unit trusts, banking, legal services, stockbroking, accounting services and assets management.

FPAM currently has more than 4,000 individual members and over 40 charter and corporate members, comprising financial planning firms, major local and international financial institutions.

Continuing Education & Events Executive

Monthly salary: RM1,800 - RM2,500 commensurate with experience and competency.

No. of Vacancies available: 1

Location: Petaling Jaya, Selangor

Responsibilities

- In charge of organizing the Continuing Education (CE) Workshops
- Marketing and promotion of the CE Workshops
- Liaison for the Chapters with Facilitators, updating members points, etc
- Implementation of events such as conferences, networking nights and tea talks
- Updating of members' CE points
- Other duties that may be assigned from time to time

Requirements

- Degree in any field or diploma in Events Management.
- At least 1 year experience in a related organization.
- Working experience in administrative work.
- AFPM and CFP Professionals preferred
- Proficient in English, Microsoft Word and Excel.

How to Apply

Interested applicants are invited to apply online with your detailed resume stating working experience, current and expected salary, and a recent photograph. Only short listed candidates will be notified.

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Unit 305, Block A, Phileo Damansara 1, Jalan 16/11 Off Jalan Damansara, Seksyen 16, 46350 Petaling Jaya

Please email your full resume and contact to: pohchwee@fpam.org.my