

FC Club Sdn. Bhd. (765249-V)

Position Title: Executive Management Trainee

Job Summary

We are looking for a bright, fast-learning, and high-performing individual to join us as an Executive Management Trainee under the CEO's office. This role offers direct exposure to top management and strategic business projects. You will work closely with the CEO on special assignments, business development, and operational improvement initiatives — an excellent opportunity for ambitious fresh graduates to learn and grow into future leaders.

Key Responsibilities

- Assist the CEO in handling special and business development projects, including research, coordination, and execution.
- Prepare reports, presentations, and proposals for meetings and special initiatives.
- Support the CEO in planning and executing strategic decisions, ensuring timely follow-ups and project completion.
- Conduct market or industry analysis to support decision-making.
- Represent the CEO in meetings or discussions when required.
- Handle confidential information with maturity and professionalism.

Requirements

- Bachelor's Degree with top grades (First Class Honours / Dean's List preferred).
- Fresh graduates are encouraged to apply.
- Exceptionally smart, analytical, and proactive — quick to learn and adapt.
- Strong communication skills in Mandarin and English (both spoken & written).
- High level of initiative, organization, and attention to detail.
- Able to work under pressure and manage multiple priorities efficiently.
- All nationalities are welcome to apply.

Salary range RM3,500 – RM5,000