

Job Description	
Position	Senior Executive
Department	-
Division	Stakeholder Engagement

Summary of responsibilities

She/he is responsible to assist the team in achieving the following objectives:

- Develop and build relationships with senior leaders of banks and other external stakeholders.
- Influence stakeholders to align their interests with the developmental and public interest objectives of PayNet. Identify opportunities for industry collaboration and harness collective industry efforts to achieve national economic benefits and efficiencies
- Act as an advocate for stakeholders and ensure positive stakeholder perception of PayNet

Key Areas of Responsibilities

Strategic Development

- Conduct research on areas related to payment systems with an objective to increase the efficiency, value proposition and inclusiveness of Malaysia's payment systems
- Provide ideas and strategic solutions to support the country's migration to electronic payments agenda

Market Intelligence

- Assist superior to obtain market intelligence by actively following up with internal as well as market leads on banks' e-payment progress and plans
- Obtain relevant statistics from required Government agencies and banks to continuously improve and ensure effectiveness of on-going campaigns

Building Relationships

- Assist superior to ensure that industry's views and needs are taken into account and PayNet's initiatives are syndicated with the senior leadership of banks and other stakeholders
- Participate actively in internal and external engagement in harnessing potential business opportunities for PayNet, with greater focus on the government sector and at the relevant state government agencies
- Co-ordinate roadshows and events to showcase PayNet's full suite of products and create awareness on e-payments to the businesses and public

Advocacy

- Assist superiors to develop and implement metrics to monitor stakeholder satisfaction and ensure the quality, timeliness and effectiveness of PayNet's service delivery to stakeholders

Others

- Assist superiors to co-ordinate between different departments to ensure PayNet's products, services and initiatives are communicated to the stakeholders effectively
- Ensure the procurement process for any purchases on behalf of the division or selection of vendors is executed in a timely manner

Qualifications

Minimum Qualifications

- Degree holder OR
- Diploma holder and min 3 years working experience in Finance, Marketing or Business Development

Technical Qualifications

- Computer literacy skills – MS Word, Excel, PowerPoint etc.

Additional Requirements:

- Ability to attend and handle customers in a pleasant, positive and professional manner.
- Effective communication skills.
- Punctual and reliable, with good time management skills
- Ability to learn quickly and transfer knowledge appropriately
- Ability to understand and interpret alphanumeric data
- Ability to maintain focus while working with voluminous data
- Computer literate – Microsoft Word, Microsoft Excel, MS Power Point, etc.
- Able to work independently with minimum supervision
- Ability to multi task
- Attentive to details