



## **Axis REIT Managers Berhad**

Axis Real Estate Investment Trust (Axis-REIT) was listed in 2005 to own and invest primarily in industrial and office real estate. It is the first REIT to be listed on the Main Market of Bursa Malaysia and now owns a portfolio size of more than 13 million sq. ft. of space with assets under management worth more than RM5 billion and a market capitalisation of over RM3 billion.

Axis-REIT is managed by Axis REIT Managers Berhad with the primary objective to ensure that the Fund provides a regular and stable income distribution to Unitholders and long-term growth in the NAV (Net Asset Value) of the Fund.

### **EXECUTIVE, CORPORATE COMMUNICATIONS AND SUSTAINABILITY**

#### **JOB DESCRIPTION**

##### **Sustainability**

- Sustainability data gathering, analysis and checking
- Support to roll out surveys and trainings
- Support in filling in all ESG related questionnaires from bankers, regulatory bodies and investment houses
- Support programmes related to sustainability
- Assist to review and update sustainability related policies to improve sustainability practices
- Assist in compiling data and write-ups for the organisation's Integrated Annual Report and other sustainability disclosures and policies required by regulators and stakeholders
- Application, review and continuous improvement of ESG benchmarking, awards and ratings for the organisation
- Compile research on ESG best practices through comparative studies

## **Corporate Communications**

- Assist in the production of physical and digital marketing/communication collaterals and its distribution to various stakeholders
- Procure and organise the delivery of festival gifts for tenants
- Help to maintain the corporate website and update it as and when needed
- Manage the email and SMS campaigns to agents
- Support the application of awards for the organisation
- Support sending festival related gifts and greetings to tenants
- Support the Corporate Comms and Sustainability Manager in the production of newspaper advertisements and the drafting of talking points for related press releases
- Assist in organising company events such as the Annual Dinner and Media Night
- Manage enquiries from Facebook
- Perform administrative duties such as filing, issuance of letters, submission of invoices and collection of receipts.

## **QUALIFICATIONS & SKILLS**

- Education: Bachelor's degree in Sustainability, Business Administration, Marketing, Communications, Environmental Science or any other related field
- Experience: Preferably at least a year in corporate communications, ESG, sustainability, or related field. But, fresh graduates may also apply.
- A general understanding of ESG principles, frameworks, and regulations.
- Proficiency in data analysis and reporting tools.
- Excellent literacy, communication and interpersonal skills.
- Ability to manage projects and work collaboratively with diverse teams.
- Strong organisational and problem-solving abilities.

If you are a self-motivated, disciplined and looking for a great working environment, please send your detailed resume (with photograph) stating qualification, experience, expected salary and contact number to [recruit@axis-reit.com.my](mailto:recruit@axis-reit.com.my)

We regret that only the shortlisted candidates will be notified.