



Ways to  
**Train**  
Employees  
Effectively

**timesletter**



## Ways to Train Employees Effectively

How a company welcome and train their new and even existing employees greatly impacts their retention and turnover rate. Although there are various training methods used in helping new hires to assimilate themselves to their new job, or for existing employees to increase their capacity, there are no stringent routine in approaching this matter. Some of the common training methods used are:

1. On-the-job training
2. Off-the-job training
3. Apprenticeship/Mentorship
4. Training centre training
5. Internship training
6. Learner training

The selection of training method depends on the organization's needs and their resources as training requires cost, time, skills and knowledge of trainee and trainer. Employees appreciate the chance to develop their knowledge and skills as this could develop a greater sense of self-worth and dignity as they increase their value in the company. Here are three ways to train employees effectively:

### 1. Integrating in-person training and online training.

Direct employee training usually leaves deeper impression on employees in retaining information. This makes sense considering that human interaction involves human's 5 senses. However, the trainer will not always be around 24/7, this is when online resources come in handy. With the advancement of technology, it is getting easier for employers to incorporate a mix of training methods that cater to different learning techniques

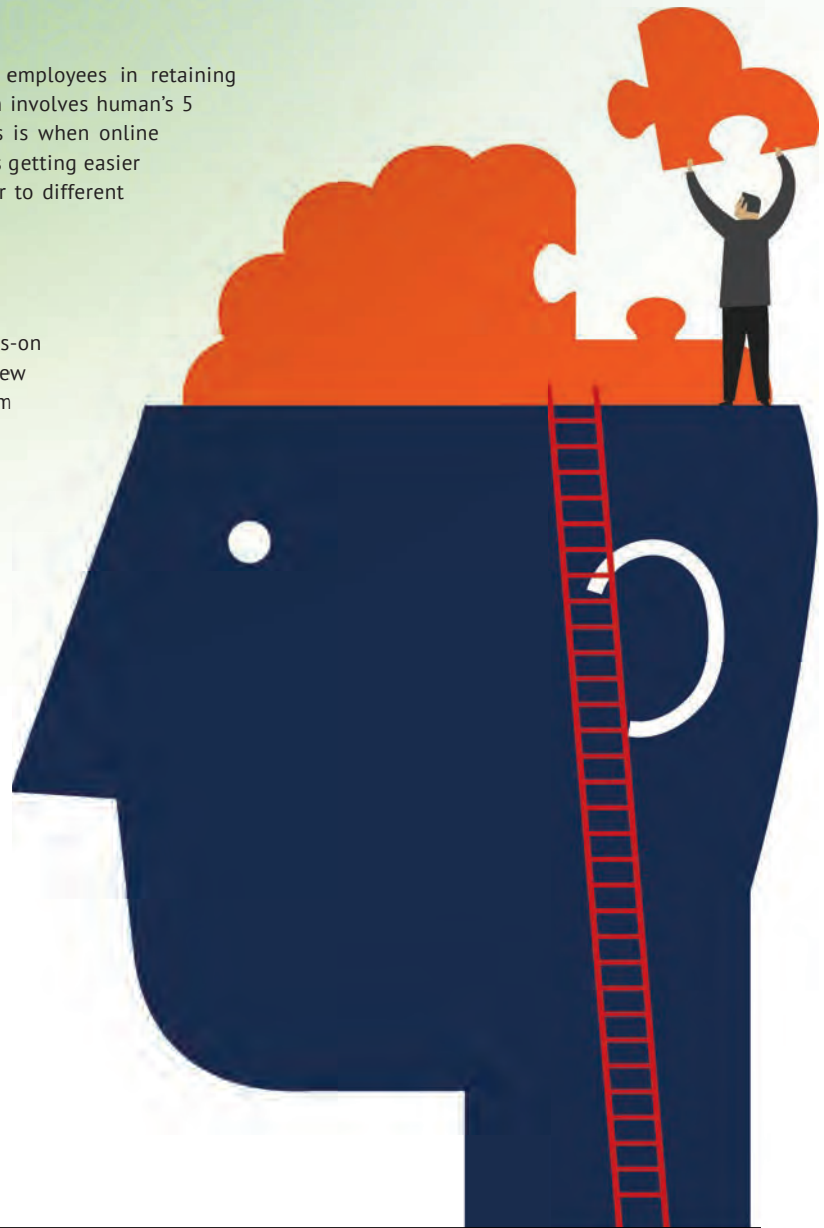
### 2. Hands-on training

Once employees have the basic know-hows in their task, hands-on training provide employees the opportunity to experiment their new skills in a controlled environment. Not only would this help them to increase their confidence but it could minimize any job-related adversities.

### 3. Job Rotation

Employees that rotate around to perform different tasks unrelated to their original job could have hands-on experience in picking up new skills. The advantages of this method could increase their skills, reduce employee boredom, creating new opportunities to employees and sharpen employee interest. However the down-side of this method could cause workflow disruption as employees need time to learn new tasks, and some employee may not be satisfy with the new rotation.

Training and coaching employees should be a long-term development although many companies continue to make the mistake of halting training their employees internally and externally due to various factors. Nevertheless, the major takeaway point here is nicely recapitulated by Sir Richard Branson in training and retaining employees "*Train people well enough so they can leave. Treat them well enough so they don't want to.*"



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## CENTRAL REGION

## ACCOUNTING/FINANCE

**General Manager - Finance (KLANG VALLEY) - MM0701**

Bachelor Degree in Finance and certified accountant. Early 50's with 25 years of total working experience mostly into Finance Accounting exposure from various types of industries included construction industry. Hands-on experience in banking, financial and taxation preparation and reporting, budgeting and tax planning, financial reporting, finance accounting management, cash flow management, secretarial and audit matters, setting-up and implementation of accounting/Point of Sales/GST system, working closely with other department head to achieve a common goal and other administrative matters. A members of MIA.

Expected Salary: RM20,000

**General Manager - Finance (KLANG VALLEY) - MM0702**

Bachelor Degree in Business Studies, major in Accounting and a certified accountant. Mid 40's with 25 years of experience in finance, external audit and internal audit in an international accounting firm, large public-listed companies (PLCs) and government-linked companies (GLCs). A qualified accountant and has proven leadership in managing a large accounting team (of 20 staff members) in a public-listed company, and in managing a complex global internal audit function (of 45 staff members). Hands-on experience in all financial & accounting management matters, audit, taxation, GST, financial reporting, cash flow management report, budgeting, forecasting and etc. Well-exposed in various types of industries including construction and a member of MIA, CA, MICPA, CPA, IIAM and CMIIA.

Expected Salary: RM25,000

**General Manager - Finance (KLANG VALLEY) - MM0703**

Bachelor Degree in Accounting, major in Finance and certified accountant. Mid 50's with 20 years of working experience derived from public accounting firm, public listed companies, multinational and private companies in various sectors such as oil & gas, manufacturing, trading, construction, retail management, engineering & fast moving consumer goods (FMCG). Hands-on experience in Financial Reporting/Accounting, Finance Accounting Management, Taxation, Taxation, Audit, Financial Analysis and etc. A member of MIA, CIMA and ICSA.

Expected Salary: RM20,000

**General Manager - Finance (KLANG VALLEY) - MM0704**

A certified accountant in ACCA. Mid 40's with 20 years of experience in the areas of financial accounting, project budgeting and cost control, group consolidation, finance operations, taxes, audit, financial and treasury management, and corporate exercises. Versatile professional with background in various industries, including construction, mid/downstream oil and gas, energy and power plant infrastructures, investment holdings, manufacturing, legal, property development, trading and services. Credited with ability to combine business acumen and effective management skills to lead teams in aligning financial initiatives in order to achieve strategic objectives. Established reputation for driving key business decisions by developing imperative financial data, support, and reporting. Professional Membership of Chartered Accountant Malaysia.

Expected Salary: RM25,000

**General Manager - Finance (KLANG VALLEY) - MM0705**

Bachelor Degree of Accountancy. Early 40's with 20 years of total working experience mostly in Finance/Accounting exposure from construction & property development industries. Hands-on experience in handling end to end process of finance/accounts, financial reporting, finance accounting management, budgeting, forecasting, contract management, banking activities, audit, taxation, GST and etc. Experienced in liaising with bankers, auditors, tax agent, company secretary and government agencies.

Expected Salary: RM20,000

**HEAD OF ANALYSIS & REPORTS GROUP (KUALA LUMPUR) - ML0704**

ACCA member. Early 40's, previously a Finance Manager in international research firm for 7 years in total, and was last holding the Senior Manager capacity, while reporting to Finance Director based in SG and Regional Controller based in HK. Familiar with US GAAP while involving in tax reporting and audit with US counterparts. Was appointed as the Project Manager in the implementation of GST. Familiar with Hyperion reporting system and currently using SAP accounting system.

Expected Salary: RM15,000

**REGIONAL FINANCE MANAGER (KUALA LUMPUR) - ML0705**

Bachelor's Degree in Accounting & Finance. Mid 30's with around 6 years in finance & accounting and managerial capacity within MNC background, with prior 3 years in auditing background. Currently a Regional Finance Manager, reporting to Regional FC based in Australia and dotted line to CFO based in US HQ. Familiar with US GAAP when dealing with tax treatment and audit to US. Currently managing a team of 15 in Malaysia. Familiar with GST - experienced in managing GST projects for MY, NZ, SG.

Expected Salary: RM15,000

**CREDIT ANALYST (KLANG VALLEY) - NC0701**

Bachelor Degree in Business Administration. Late 20's with 4 years' of experience as Credit Analyst in shared services environment. Experienced in conducting new application analysis and existing clients' credit limit review. Good exposure in APAC region as well as ORACLE system, CCMS and Bi-Query.

Expected Salary: RM 4500

**ACCOUNTING MANAGER (KLANG VALLEY) - CY0705**

Bachelor Degree in Accountancy. Mid 30's with total 16 years of experience in handling manufacturing accounts, month end closing, monthly reporting and variance analysis for chemical and SSC industries. Lead a team and supervise financial management functions, including financial operations, financial forecasting and budgeting, cash flow and treasury management, responsible for checking and verifying monthly management accounts, handling statutory audit and tax computation, setting up control procedures for all finance and accounting related matters.

Expected Salary: RM12,500

**ACCOUNTANT (KLANG VALLEY) - FK0701**

A qualified Accountant with ACCA and MIA membership. 40's with 18.5 years of accounting experience in different industries. Experienced in handling full set accounting, P&L, Consolidation, Management Reporting, Cash Flow, Budgeting, Analysis and etc. Good in handling taxation and auditing issues as well. Knowledgeable and well verse in accounting standard, compliance and regulation matters. Knowledgeable in UBS, ACCPAC, MYOB, AXAPTA and Microsoft Dynamic GP Accounting Software.

Expected Salary: RM8,500

**ACCOUNTANT (KLANG VALLEY) – FK0702**

A qualified Accountant with MIA membership. Early 30's with more than 9.5 years of working experience in internal audit and accountant roles. A young professional with a distinctive combination of working experiences from accounting to internal auditing. Hands-on experiences in full set accounts, finance, reporting and internal audit. Well verse with taxation and auditing issues. Knowledgeable in accounting standards, compliance and regulation matters. Good exposure in UBS, UBS Stock Application, MYOB, QuickBooks, Winfast Programme and Plantware Accounting Software.

Expected Salary: RM7,000

**ACCOUNTS EXECUTIVE (SELANGOR) – PH0704**

Bachelor Degree in Accounting. Early 20's, a fresh graduate who is seeking a career opportunity as Accounts Executive, preferably in commercial accounts or shared service center environment. Some casual working experience as Accounts Assistant during semester break.

Expected Salary: RM3,000

**ACCOUNTS SUPERVISOR (KUALA LUMPUR) – PH0705**

Diploma in Accounting. Late 20's with total of 4 years of working experience in commercial accounts. Currently working as Accounts Supervisor. Able to handle full-set of accounts, reporting and audit. Familiar with UBS and MYOB Accounting Software.

Expected Salary: RM4,000

**CREDIT CONTROL EXECUTIVE (SHAH ALAM) – SC0704**

Degree in Mass Communication. Early 30's with 11 years of working experience in courier service industry. Started in customer service position before transferred to be a Collection Officer, where experience gained in making outbound calls to customer who has overdue payment for 30 days and perform cash allocation after payment received. Good communication skills.

Expected Salary: RM3,500

**CREDIT CONTROL EXECUTIVE (PETALING JAYA) – SC0705**

Degree in Law and Commerce. Late 20's with more than 2 years of working experience as Credit Control Officer in a property development company, where experience gained in performing collection activities for company by calling to property buyers for outstanding payment and perform cash allocation . Good communication skills.

Expected Salary: RM3,500

**EXECUTIVE / SENIOR EXECUTIVE – GROUP INTERNAL AUDIT (KAJANG) – DV0701**

Degree in Accounting. Early 30's with total of 6 years plus of working experience with 3 years internal audit experience. Experienced for overall audit engagement such as audit execution, audit planning, field work, perform IT audit on SDLC process. Specially assigned to follow-up on Corporate Governance practises in the company.

Expected Salary: RM5,000

**EXECUTIVE / SENIOR EXECUTIVE – GROUP INTERNAL AUDIT (KAJANG) – DV0702**

Degree in Accounting. Late 30's with total of 5 years plus of working experience in Internal Audit department. Well versed in audit planning for individual assignment, preparing audit reports with appropriate recommendations /suggestions. Familiar with Corporate Governance & Risk Management processes.

Expected Salary: RM5,000

**EXECUTIVE / SENIOR EXECUTIVE – GROUP INTERNAL AUDIT (KAJANG) – DV0703**

Degree in Business Management (Major in Finance). Early 30's with close to 7 years plus of internal audit experience in insurance industry. Responsible to perform internal audit for both department & branches, involved directly in audit planning, preparing audit schedule, audit reporting, audit field work based on Shari'ah compliance.

Expected Salary: RM5,500

**FINANCE AND ADMIN MANAGER (KLANG VALLEY) – MC0701**

Degree in Commerce (Major in Accounting and Finance). Early 40's with more than 10 years of total working experiences mostly in IT support, shared service & retail industry. Hands on experience in handling preparing financial reporting, handling of all treasury function, budget and forecast, taxation and GST. Good understanding of accounting standards, accounting packages. Proficient in SAP, JDE, Oracle and Business Intelligent.

Expected Salary: RM10,000

**ACCOUNTANT (SRI KEMBANGAN) – YP0702**

Diploma in Business Studies. Mid 20's with experience in the accounting field in the current and past 4 years of employment. Experienced in handling full set of accounts, preparing journal entries, updating note to trial balance, profit & loss account and liaising with auditors, bankers and tax agents in all accounting related issues. Attended GST seminar.

Expected Salary: RM2,800

**ACCOUNTS EXECUTIVE (WANGSA MAJU) – YP0703**

Advanced Diploma in Commerce. Early 30's with 6 years of working experience. Was an auditor for 4 ½ years in an accounting firm, auditing for small and medium sized companies. Experienced in handling full set of accounts. Skilful in using Audit Express, MHW Financial Accounting System and Travel & Accounting Xearssoft System.

Expected Salary: RM3,700

**TAX ASSISTANT (SETAPAK) – YP0704**

Advanced Diploma in Business Studies (Accounting). Mid 20's with 3 years of experience as a Tax Assistant in an accounting firm. Experienced in handling tax computation and income tax related matters as well as liaising with government authorities to follow up on compliance matters and appealing on tax matters. Advanced in Microsoft Excel.

Expected Salary: RM4,000





## ADMINISTRATION

### ADMINISTRATION EXECUTIVE (KUALA LUMPUR) – EA0703

Diploma, Business/ Management. Early 30's with 10 years of working experience in administration. Familiar with MS Office (Word, Excel – Pivot Table, PowerPoint). Experienced in sales reporting, coordinating logistics for goods, preparing purchase orders and liaising with vendors/suppliers. Involve in minimal HR matters.

Expected Salary: RM4,400

### PROJECT ADMIN & REPORTING ANALYST (SERI KEMBANGAN) - ML0703

Bachelor Degree in Human Development. Late 20's, currently a Project Admin & Reporting Analyst under PMO department for Infrastructure Projects with an oil & gas shared service center.. Currently possesses around 2 years of PMO experience in IT department, experienced in maintaining financial records/budgets for projects and reporting. Has previous 2 years in projects functions as Project Assistant. Good communication skills with experience in stakeholder management.

Expected Salary: RM4,500

### ADMINISTRATIVE SUPPORT OFFICER (KUALA LUMPUR) – PM0704

Bachelor Degree in Food Science & Technology. Early 30's. 5 years of working experience in administrative field and inventory management. Experienced in handling general secretarial duties, front desk daily tasks, managing inventory listing for the warehouse, handling all logistics issues, and etc. Good communication skills with proactive personality.

Expected Salary: RM3,800

### TRAINING COORDINATOR AND ADMINISTRATOR (PUCHONG) – PM0705

Diploma in Business Management. Mid 20's. 5 years of working experience in administrative support and coordination and currently engaged with a training center. Handling all the training coordination matters and knowledge in HRDF and ISO process. Good communication skills with humble personality.

Expected Salary: RM4,000

### ADMIN EXECUTIVE (SELANGOR) – PH0703

Bachelor Degree in Business Studies. Early 20's. A fresh graduate who is seeking a career opportunity as Admin Assistant in a well-organized company. Courteous, friendly with pleasant personality. Good command in English.

Expected Salary: RM2,800

## CUSTOMER SERVICE

**TEAM LEADER (KUALA LUMPUR) - ML0701**

A SPM holder. Late 20's with more than 6 years in customer service contact center environment with 4 years in leading capacity. Started career in an IT shared service and was promoted to a Team Lead within 2 years, leading a team 35 – 50 agents covering APAC region. Currently in charge of overseeing contact center projects covering 20+ agents within a BPO, reporting to Operation Manager & Project Manager. Takes time to observe team members individually and will get to the team to bond, which helps the floor to reduce poor attendance records or turnover. Also works closely with QA team to vet through the recorded calls & emails, which will follow with 1-on-1 sessions to appraise them of their performance. Immediately available.

Expected Salary: RM5,500

**SENIOR MANAGER, CLAIMS (KLANG VALLEY) – CY0701**

Bachelor's Degree in Science. Early 30's with more than 10 years of working experience in the insurance industry and well trained in all aspects of insurance with an emphasis on H&S claims and Medical Investigation. Overseeing Claims Department of 12 staffs in Claims Operations, Healthcare including Hospital Alliance Services, Systems & Process Re-engineering and Fraud Management.

Expected Salary: RM10,500

**CUSTOMER SERVICE EXECUTIVE (KUALA LUMPUR) – MC0705**

Diploma in Accounting. Early 20's with more than 1 year of total working experience as telemarketing in Insurance industry and provide customer service in a professional way. Hands-on experience in doing cross selling products and able to meet KPI given and handling customer complaints. Good communication skills.

Expected Salary: RM2,500

**CUSTOMER SERVICE OPERATOR (KUALA LUMPUR) – YP0701**

Sijil Pelajaran Malaysia (SPM). Early 30's with 6 ½ years of working experience in customer service line. Past employment was a call centre agent in banking industry. Experienced in handling customer complaints and possess good following up & communication skills.

Expected Salary: RM3,700

**CUSTOMER SERVICE SPECIALIST (SHAH ALAM) – CH0701**

SPM holder. Early 30's with close to 10 years of working experience as customer service in contact centre. Experience in supporting courier, telecommunication and banking industries in Malaysia and Singapore via inbound and outbound calls. Has exposure in troubleshooting problems related to vehicle tracking system (GPS).

Expected Salary: RM3,500

**CUSTOMER SERVICE REPRESENTATIVE (KUALA LUMPUR) – CH0702**

Diploma in Photography. Late 20's with 6 years of working experience, including 3 ½ years in a courier company as an inbound customer service. Experienced in servicing ANZ and Singapore markets in shipment, billing, sales and marketing as well as collection issues.

Expected Salary: RM3,000

**CUSTOMER SERVICE CONSULTANT (PETALING JAYA) – CH0703**

SPM holder. Mid 20's with close to 4 years of experience as customer service cum credit management officer. Experienced in handling client inquiries and cross-sale on telco data plans, customer retention for banking products via inbound and outbound calls. Assist in ad-hoc tasks for admin and provide support to sales team too.

Expected Salary: RM4,000

**CUSTOMER SERVICE SPECIALIST (PETALING JAYA) – CH0704**

Degree in Psychology. Early 30's with more than 5 years of experience as customer service specialist in both inbound call centre and front counter. Experienced in servicing banking and finance industry for China, Singapore and local markets. Able to communicate in trilingual.

Expected Salary: RM3,500

**CUSTOMER CARE REPRESENTATIVE (KUALA LUMPUR) – CH0705**

Diploma in Hospitality Management. Early 30's with 10 years of working experience, including more than 5 years as contact centre representative for BPO, market expansion services and hospitality industries. Experienced in supporting China, Hong Kong, Vietnam, Indonesia and Singapore markets. Fluent in communication skills.

Expected Salary: RM3,800



**ENGINEERING****SENIOR CIVIL & STRUCTURAL ENGINEER (KLANG VALLEY) – CY0702**

Bachelor and Master Degree in Civil Engineering. Mid 30's with more than ten years' experience working on site and with consultant firm. Strong background in projects in a variety of roles including project management, site section management, building and temporary works design and construction surveying. Sound knowledge of survey instrumentation and engineering design software. Office based programs (Microsoft), Auto CAD, Design Software (PLAXIS, WALLAP, Piled Wall Suite, SLOPE, SCALE, Prokon, Staad Pro, SAFE, ETABS).

Expected Salary: RM11,500

**PROJECT ENGINEER (KUALA LUMPUR) – NH0701**

Degree in Automotive Engineering. Mid 30's with more than 4 years' experience as Project Engineer in automotive industry. Familiar with painting, assembly and injection molding project developments. Currently involved in aircraft painting projects and involved directly in preparing RFQ and budgetary control, liaising with clients and providing solutions and improvement plans for the project. Fluency in German language.

Expected Salary: RM4,000

**PRODUCT PLANNING ENGINEER (SHAH ALAM) – NH0702**

Degree in Industrial & Systems Engineering. Mid 20's with more than 3 years of experience as Product Planning Engineer in automotive industry. Exposed broadly to project management office (PMO) operation through experience, PMP training and academic course. Familiar with product technical summary and vehicle design specifications. Certified with ISO/ TS 16949:2009 and Lean Six Sigma.

Expected Salary: RM3,500

**MAINTENANCE ENGINEER (KLANG) – NH0704**

Degree in Mechanical Engineering. Late 20's with more than 5 years of experience as plant maintenance engineer in heavy industry manufacturing. Involved in the overall machine and plant facilities maintenance. Specialized in rotating equipment such as pumps, air compressors, gear box and air clutch and possesses hands on repair knowledge on plant machineries.

Expected Salary: RM5,000

**R&D ENGINEER (SHAH ALAM) – NH0705**

Master in Chemical Engineering. Possesses outstanding academic qualifications and awarded with 1<sup>st</sup> class honours. Mid 20's with less than 1 year of exposure as R&D Engineer in concrete manufacturing company. Currently involved in optimization of current product design to reduce manufacturing cost in concrete and cement plants. Available in 1 month's time.

Expected Salary: RM3,300

**PRODUCTION PLANNING ASSISTANT MANAGER (KLANG VALLEY) – CL0701**

Master Degree in Manufacturing System. Early 30's. Good communication skills & English. More than 6 years of production planning & quality control exposure of manufacturing environment. Currently overseeing a team of 20 operators and reporting direct to CEO. Involved in the entire operation to ensure the planning of manufacturing goes smoothly. The key person in charge for cost control, quality control and regular continuous improvement - OTD (On time delivery) which reflecting the image of the company in having the commitment with the customer to deliver the goods on time.

Expected Salary: RM7,200

## ETC.

**SENIOR CHEMIST (KUALA LUMPUR) - ML0702**

Master of Science in Microbiology & Chemical. 30 years old with close to 5 years as Senior Chemist within palm oil field, where the scopes cover lab-analysis of raw materials (crude palm oil) and developing new product specifications for customers before realization into mass production. Has considerably comprehensive theoretical understanding on upstream processes (from harvesting to milling to temperature/pH controls, etc.) although largely experienced in downstream. Currently providing training on the basic understanding in extraction of crude palm oil and palm kernel oil to lab team, plus having onsite exposure from visiting a palm oil mill.

Expected Salary: RM7,000

**QUANTITY SURVEYOR (KLANG VALLEY) - BG0706**

Diploma holder. Mid of 30's with more than 10 years of working experience. Responsible for preparing Bill of Quantities, cost estimate, monitoring the material from site, attending site meeting and site valuation. Familiar with pre-tender stage and post-tender stage activities.

Expected Salary: RM6,500

**SENIOR OPERATIONS EXECUTIVE (KLANG VALLEY) - BC0701**

Master Degree in Business Admin. Late 20's with nearly 9 years of experience in operations line, mainly in Hypermarket and Advertising industries. Vast experience in stock count, event management, staff training and process improvement. Above average communication skills.

Expected Salary: RM5,500

**CLAIMS EXECUTIVE (PUCHONG) - YP0705**

Bachelor's Degree in Mathematics. Mid 30's with 6 years of working experience. Been attached with insurance company in all the past employment as a Claims Executive and Group & Health Specialist consecutively. Experienced in managing claims related matters for example, investigating on fraud claims and analysing on the trend of suspicious claims. Has basic skill in using SPSS.

Expected Salary: RM5,000

**BUSINESS INTELLIGENCE MANAGER (KLANG VALLEY) - CL0702**

Bachelor Degree in Computer Science. Late 30's with more than 13 years' experience in Business Intelligence, Data Analytics, Data reporting in mainly sales, performance based business insights of Technology industry. Leading a team of 11. Was supporting 7 IT Industries clients in providing sales and business performance related reports to the business for business decision making. Experiences in global client & senior business stakeholder management. Advance user in Oracle Hyperion reporting. Immediate available.

Expected Salary: RM11,000

**DATA SPECIALIST (KLANG VALLEY) - CL0703**

Bachelor Degree in Internet Computing & Technology. Mid 30's with 10 years of solid experiences in providing business intelligent solutions for internal and external clients through sound understanding of complex business requirements & translate them into data mappings/models. Good communication skills & English. Constructive thinking and able to address thought clearly. Good people skills for stakeholder management across all level. Familiar with regional to global support set up. Currently role involved in financial crime analytics for a global bank. Team Leading exposure of max 16 persons for 2 ½ years. OLAP, Cognos, and reporting tools exposure.

Expected Salary: RM14,000

**DATA QUALITY MANAGER (KLANG VALLEY) - CL0704**

Bachelor Degree in IT. Mid 30's. Accumulated over 11 years of extensive working experience in the fields of Business Intelligence. With 6 years of consulting experiences which the served BI and analytics functions of clients from multiple industries. Unlock the data in the system and present it in a dashboard format to identify the business opportunities. Solid expertise in refining Sales performance, business KPI related data reporting from Business Intelligence perspective into insights that is useful to the business. Involved in various analysis to improve the business process and quality. Leading a team of 3 members.

Expected Salary: RM11,000

## HUMAN RESOURCES

**HEAD OF TALENT MANAGEMENT (KLANG VALLEY) – NC0703**

Bachelor's Degree in Human Resource Management. Late 30's and currently pursuing Master's Degree in Human Resource Management. 15 years' of total experience as HR Practitioner in various industries focus in talent acquisition and management, manpower planning, strategic HR, HR development and performance management. Experienced in talent and performance management, manpower planning and recruitment, and a certified evaluator of Harrison Assessments Talent Solutions (HATS). Current KPI is to maintain manpower stability index (MSI) and turnover rate. To enhance current Performance Management System (PMS) and deliver trainings to staff based on competency gap.

Expected Salary: RM 9400

**HUMAN RESOURCE EXECUTIVE (KUALA LUMPUR) – PM0701**

Bachelor Degree in Business Studies. Early 30's. 8 years of working experience in human resource field. Job responsibilities include payroll, recruitment, HR operations, and any other HR related tasks. Experienced in handling headcounts of 2000 and using HR 2000 Quick Pay System.

Expected Salary: RM4,000

**HUMAN RESOURCE EXECUTIVE (SUBANG JAYA) – PM0702**

Master of Economics. Late 20's. 2 years of working experience in human resource field and experienced in all the HR operations, such as approval for online leave and claim application, sent medical and insurance claims, recruitment, and other HR administrative tasks. Good communication skills with pleasant personality.

Expected Salary: RM3,800

**HUMAN RESOURCE OFFICER (PETALING JAYA) – PM0703**

Bachelor Degree in Business Studies. Late 20's. 5 years of working experience in human resource field. Experienced in recruitment, monthly payroll, maintain employee information, organize company events, coordinate with agent for working permit application and etc.

Expected Salary: RM4,000

**HUMAN RESOURCE ASSISTANT MANAGER (KLANG VALLEY) – YY0701**

Bachelor Degree in Business Administration. Early 30's with total 6 years of HR experience mainly in multinational companies with workforce more than 500. Experienced in business partnering, recruitment, compensation and benefits, industrial relations and employee relations, performance management and other HR initiatives.

Expected Salary: RM8,000

**HUMAN RESOURCE MANAGER (KLANG VALLEY) – YY0702**

Bachelor Degree in International Business Administration. Mid 30's with more than 10 years of HR experience mainly in construction and retail companies. Experienced in payroll, recruitment, compensation and benefits, industrial relations and employee relations, performance management and other HR initiatives. Familiar with recruitment and payroll for other regions such as Singapore, Hong Kong, Vietnam, Indonesia and etc.

Expected Salary: RM8,000

**HUMAN RESOURCE BUSINESS PARTNER (KLANG VALLEY) – YY0703**

Bachelor Degree in IT and Management. Mid 30's with total 9 years of HR experience mainly in construction, pharmaceutical and IT companies. Experienced in business partnering, payroll, recruitment, compensation and benefits, industrial relations and employee relations, performance management, foreign worker management and others.

Expected Salary: RM9,000

**HUMAN RESOURCE ASSISTANT MANAGER (KUALA LUMPUR) – YY0704**

Certificate in Business Studies. Mid 30's with total 7 years of HR experience mainly in multinational FMCG and logistic companies. Experienced in payroll, recruitment, compensation & benefit, IR & ER, expatriate management, learning and development, performance management and other administrative tasks.

Expected Salary: RM6,500

**HUMAN RESOURCE ASSISTANT MANAGER (KUALA LUMPUR) – YY0705**

Degree in Business and Management. Mid 30's with total 10 years of HR experience mainly in multinational companies. Experienced in recruitment, compensation & benefit, IR & ER, expatriate and foreign worker management, learning and development, performance management, payroll and other administrative tasks.

Expected Salary: RM6,500

**ORGANIZATIONAL DEVELOPMENT MANAGER (KLANG VALLEY) – BC0702**

Degree in Information System Management. Late 30's with over 9 years of experience in organizational development, learning development, talent management and performance management, mainly in PLC with plantation industry exposure. Vast experience in strategic focus i.e. designing & developing succession planning framework, job evaluation, training competencies and organizational structure. Good communication skills.

Expected Salary: RM12,500

**SENIOR HR MANAGER (KLANG VALLEY) – BC0703**

Diploma in Human Resource Management. Early 40's with over 10 years of HR experience, including 7 years of managerial experience, mainly in IT industry. Currently leading a team of 6, including 1 L&D Manager, 2 Recruiters, 1 Employee Engagement Executive and HR Assistant / Data Entry. Good communication skills.

Expected Salary: RM11,000

**SENIOR HR MANAGER (KLANG VALLEY) – BC0704**

Master Degree in Business Studies. Mid 40's with over 20 years of experience as HR Generalist in manufacturing industry. Currently at senior managerial level, leading a team of Managers, Executives, Officers, Clerical, Security Guards and Cleaners. Above average communication skills.

Expected Salary: RM15,000



**HR MANAGER (KLANG VALLEY) – BC0705**

Degree in Business Studies. Aged 40 with over 15 years of experience in full spectrum of HR functions, mainly in education & manufacturing industries. Well versed in various payroll systems and foreign workers' payroll processing. Above average communication skills.

Expected Salary: RM11,000

## INFORMATION TECHNOLOGY

### ORACLE ERP APPLICATION SYSTEM ADMINISTRATOR (KLANG VALLEY) – EA0702

Bach Degree in Bioengineering. Late 20's with a total of 5 years' working experience in Security System, Manufacturing and Distributing companies. Currently supporting Oracle EBS12 ERP as System Administrator and performing migration to the UAT and production environment. Familiar with C# Programming, Unix Command, SQL Query.

Expected Salary: RM4,200

### ASSISTANT MANAGER (KLANG VALLEY) - BG0701

Degree holder. Mid 30's with more than 14 years of working experience in IT industry. Has experienced in IT audit skills, IT security and IT Risk management skills. Responsible in planning and performing IT audit. Preparing of audit reports on timely basis. Experienced in performing site visit to clients.

Expected Salary: RM8,800

### APPLICATION DEVELOPER (KLANG VALLEY) - BG0702

Degree holder. Late 20's with more than 4 years of working experience in IT industry. Participated in software requirement analysis, development, testing and support. Experienced in providing L2 support for Oracle EBS ticketing system. Familiar with PL/SQL code, Oracle XML Publisher. Familiar with ServiceNow ticketing system. Basic knowledge in C++ programming.

Expected Salary: RM5,000

### APPLICATION SPECIALIST (KLANG VALLEY) - BG0703

Degree holder. Mid 20's with more than 2 years of working experience. Involving in completing the program changes to enhance the functionality of modules. Performing internal testing and assisting in deployments of the projects. Familiar with UNIX based platform and .NET platform.

Expected Salary: RM4,200

### APPLICATION ENGINEER (KLANG VALLEY) - BG0705

Degree holder. Mid 20's with more than 3 years of working experience in Information System. Experienced in developing project based on the requirements. Familiar with using JavaScript, HTML, MS SQL and ColdFusion. Basic knowledge in PHP.

Expected Salary: RM4,500

### PROBLEM MANAGEMENT (KLANG VALLEY) - BG0707

Advanced Diploma holder. Late 30's with more than 13 years of working experience in IT industry. Work closely with senior and support team on the issues. Responsible for compiling weekly analysis report and monthly report. Experienced in finding out the root cause of issues. Knowledge in ITIL framework knowledge

Expected Salary: RM8,500

### TEAM LEAD - SUPPORT SPECIALIST (ORACLE) (KLANG VALLEY) - BG0708

Degree holder. Late 30's with more than 12 years of working experience in IT industry. ITIL Certified. Responsible to enhance business processes and provide support and solutions for business requests. Experienced in resolving Oracle functional issues, providing functional assistance and advices. Familiar with Oracle applications such as PUR, BOM, INV, MRP, AR, AP and other applications. Familiar with Oracle EBS R12x.

Expected Salary: RM12,000

### ENGINEER - UNIX (KLANG VALLEY) - BG0709

Degree holder. Mid 30's with more than 10 years of working experience in IT industry. ITIL Certified. Responsible in installing, configuring and maintaining UNIX and Linux servers. Responsible in planning to enhance the UNIX servers' management, monitoring the capacity of existing servers. Involved in disaster recovery activity for production system, backup and restore system.

Expected Salary: RM8,000

### SR CONFIGURATION STRATEGIST (KLANG VALLEY) - BG0710

Degree holder. Late 20's with more than 6 years of working experience in IT industry. Certified for EMCIE, EMCISA, ICSP, ICIE, EMCTA. Experienced in preparing technical proposals, solution architecture diagram and tender compliance. Experienced in providing consultation to customers too.

Expected Salary: RM8,500

### ORACLE DATABASE ADMINISTRATOR (PETALING JAYA) – PH0701

Diploma in Computer Science with Oracle Certified Associate Certification and Oracle Certified Professional Certification. Early 30's with more than 6 years of working experience in IT field. Started as IT Technician and latest 3 years as Oracle Database Administrator. Well-verse in Oracle 10g & 11g.

Expected Salary: RM5,500

### IT SECURITY SPECIALIST (PETALING JAYA) – PH0702

Bachelor Degree in IT Software Engineering. Late 20's with total 7 years of working experience as IT Specialist. Started as 1<sup>st</sup> Level IT Helpdesk Support in an MNC company and latest 3 years become 3<sup>rd</sup> Level IT Specialist and able to handle all-rounded IT Networking issues.

Expected Salary: RM5,000

### IT HELPDESK (KUALA LUMPUR) – SC0701

Diploma in Information Technology. Early 20's and just completed Diploma study with few months of working experience during internship. Knowledge in HTML, CSS, PHP Programming language, Networking and Server maintenance. Good communication skill.

Expected Salary: RM2,500

**IT HELPDESK (KUALA LUMPUR) – SC0702**

Diploma in Information Technology, majoring in Programming. Early 20's and just completed Diploma study with few months of working experience during internship. Knowledge in PHP, Database System, Java Language, .Net Language and C++ Language. Good communication skills.

Expected Salary: RM2,500

**IT HELPDESK (KUALA LUMPUR) – SC0703**

Degree in Information Technology, majoring in Software Engineering. Mid 20's with 1 year plus working experience in IT field as IT Helpdesk. Responsible to handle incoming calls and emails in any kind of technical related issues. Knowledge in PHP, HTML/CSS, SQL Server and JavaScript. Good communication skills.

Expected Salary: RM3,000

**IT CONSULTANT (KLANG VALLEY) - NC0704**

Bachelor of Information Technology (Hons) Information System. Late 20's with 4 and half years of working experience in vendor environment as SAP Consultant. Experienced in Project Implementation on SAP ECC – MM & SRM; SAP MM Roll-out & PS Implementation. Experienced in preparing function specification documents, and conducting full development unit testing and integration testing cycle.

Expected Salary: RM 5000

**PROJECT MANAGER (PUCHONG) – BL0701**

A degree holder with PMP certified and Six Sigma Green Belt at late 20's. Owns more than 10 years working experience which included 2 years as a Business Analyst and almost 5 years as a Project Manager in banking industry. Experienced in managing large scale of project in bank which take at least 1-2 years duration to complete. Currently attached with a bank's hub and report direct to a Program Manager; working closely with one business analyst and two project managers.

Expected Salary: RM15,000

**PROJECT MANAGER (PETALING JAYA) – BL0702**

A degree holder with PMP certified and Six Sigma Yellow Belt at late 30's. Owns more than 10 years of project management experience in medical industry and consulting firm. Has been managing medium to large scale Hospital Information System implementation for Medical Centre, Hospital and International Specialist Eye Centre. Current role is reporting to a Managing Director with 6 direct subordinates who are support and project implementation staffs.

Expected Salary: RM14,000

**PROJECT MANAGER (CYBERJAYA) – BL0703**

A Master holder with PMP certified and Six Sigma Green Belt at late 20's. Owns 5 years of solid experience in project management under a consulting firm. Working with a team about 8-10 person, consist of interns, analyst, developers and team lead, and responsible to handle clients' projects from oil and gas industry which are mainly large scale capital projects.

Expected Salary: RM13,000

**BUSINESS ANALYST (SHAH ALAM) – BL0705**

A degree holder at late 30's. Owns 14 years of total working experience in IT related role which recent 6.5 years employment are deal with business analyst's function. Currently is a Business Analyst Lead who leads 2 subordinates, Business Analyst and report direct to a Product Manager. Liaise closely with Stakeholder, Product Manager, Solution Architects, UX/UI Designers, Developers and Quality Assurance teams for on hand projects.

Expected Salary: RM12,000

**BUSINESS ANALYST (PUCHONG) – BL0704**

A degree holder at mid 30's. Currently attached with a foreign Bank as a Business Analyst who involved in medium to large scale of cross border projects that support Singapore and Malaysia. Working very closely with project manager, user's project manager, system analyst, vendor and business user. Report direct to Head of Tech Solutions – Treasury Cluster.

Expected Salary: RM13,000

**NETWORK ENGINEER (KUALA LUMPUR) – MC0704**

Diploma in Computer Science and Mathematics and possesses a CCNP certificate. Late 20's with total 3 years as support engineer mainly from Telco company. Hands-on experience in providing technical and troubleshooting assistance related to computer hardware and software, networking, mobile devices and other tech tools and products. Good understanding in networking, Windows Server, XML, SQL Query, HTML, Linux

Expected Salary: RM3,500

**NETWORK ENGINEER (KLANG VALLEY) - MC0703**

Diploma in Computer Science and possesses an ITIL certificate. Early 20's with more than 1 year of working experiences in IT Service Desk Analyst. Hands-on experience with network Configuration (IP, DNS) and knowledge of WAN technology. Good communication skills.

Expected Salary: RM3,500

**NETWORK ENGINEER (PETALING JAYA) – MC0702**

Diploma in Information & Communications Technology and possesses a CCNA certificate. Early 20's with more than 2 years working experiences in IT sales. Hands-on experience in assisting clients with the process of product selection, order fulfilment and delivery. Familiar with CISCO networking and basic knowledge of WAN technology.

Expected Salary: RM3,800



## LEGAL

### PARALEGAL (KLANG VALLEY) - NC0705

Degree in Law and MA in Military History. Late 20's with 2 years' of working experience as Paralegal in a law firm. Experienced in preparing and proofreading sales and purchase agreement, Deed of Assignment, Facilities Agreement etc. Handling daily secretarial and administrative works as well.

Expected Salary: RM 4000

## PUBLIC RELATION/COMMUNICATIONS

### COMMUNICATIONS MANAGER (KLANG VALLEY) – CL0705

Bachelor Degree in Mass Communications. Mid 40's. Solid communication skills & English. 12 years ++ of Pharmaceutical industries exposure with the latest 6 years in Internal communication related responsibilities. Main responsibilities included corporate social responsibility (CSR), employee engagement, employee awareness, culture embracing, and the rest of internal communication roles. Working closely with the regional team on certain global initiative before localized it for local office.

Expected Salary: RM8,500

## SALES/MARKETING

### SALES EXECUTIVE (KLANG VALLEY) – EA0701

Bachelor's Degree in Marketing. Mid 20's with a total of 6 years of experience in Sales & Marketing in IT and FMCG industries. With 4 intensive years in Pharmaceutical products with good sales achievements. Proficiency in handling MNC/Corporate customers and end-users. Able to commence work immediately.

Expected Salary: RM4,300

### MARKETING EXECUTIVE (KLANG VALLEY) – EA0704

Diploma in Mass Communications. Mid 20's with a total of 3 years' working experience in online marketing industry. Proficiency in Forum Management, CRM Management skills and developing campaigns for Corporate clients.

Expected Salary: RM5,000

### MARKET INTELLIGENCE MANAGER (KUALA LUMPUR) – SK0701

A MBA holder. Late 30's with close to 15 years of market research experience in both industrial and consumer segments, topped with marketing and corporate planning exposure in various MNCs. Capable in leadership experience, research and market intelligence, performing tracking of marketing and sales effectiveness.

Expected Salary: RM15,000

### MARKET INTELLIGENCE MANAGER (KUALA LUMPUR) – SK0702

Degree in Engineering and Corporate Strategy. Early 30's with business development experience to drive strategy development, lead special projects and support business development efforts including mergers, acquisitions, alliances and joint ventures. Has exposure in analysing and evaluating internal business plans which involves financial forecasting, market analysis, competitive intelligence analysis, looking at M&A proposals and feasibility analysis

Expected Salary: RM15,000

### MARKET INTELLIGENCE MANAGER (KUALA LUMPUR) – SK0703

Degree in Finance and Accounting. Mid 30's with more than 10 years in research analyst, seeking an investment or corporate strategy role with an established MNC operating in the Oil & Gas / Energy industry. Currently leading a team of analysts and have experience in performing industry research, financial analysis, corporate strategy and investment evaluation.

Expected Salary: RM15,000

### MARKET INTELLIGENCE MANAGER (KUALA LUMPUR) – SK0704

MBA holder. Late 30's & currently a senior marketing analysis manager with a MNC, managing a team of 9 in delivering on business intelligence, data analysis and decision support to effectively steer and prioritize marketing and sales activities, identification, evaluation and proposal of market reach investments based on customer potential and resource cost.

Expected Salary: RM12,000

### MARKET INTELLIGENCE MANAGER (KUALA LUMPUR) – SK0705

An accomplished research manager holding MBA. Late 40's with 20 years of experience in corporate planning and research, focusing on business, economic and market development of various industries. Have extensive experience in managing and supporting consumer market, business and competitive intelligence activities of various size, scope, and complexity – supported the largest revenue generator in Applications Services Division of a large IT services conglomerate. Immediately available.

Expected Salary: RM12,000

### CHANNEL MANAGER (KLANG VALLEY) - BG0704

Degree holder. Mid 30's with more than 11 years of working experience. Responsible for managing partners as accounts. Responsible for sourcing the new accounts which are interested in running Oracle line of solution. Experience with Oracle range of products. Familiar with Salesforce.com Sales Cloud CRM functionality and usage.

Expected Salary: RM6,200

### HEAD OF DATA ANALYTICS (KLANG VALLEY) – CY0703

Bachelor Degree in Engineering. Experienced professional in late 30's with over 14 years of experience in Data Analytics, Big Data, Predictive Analytics, Management Dashboard, and Business Strategy. Able to complete in-depth ad-hoc analysis and impact criteria decisions through persuasive data-driven information. Extensive knowledge in Analytics, SAS programming, Teradata SQL programming, Predictive modelling, Segmentation analysis.

Expected Salary: RM26,000

**HEAD, DIGITAL MARKETING (KLANG VALLEY) – CY0704**

Bachelor in Commerce, Marketing and Information Systems (Double Major). Late 30's with 16 years of experience in leading the digital team and strategies, devising and overseeing strategies to drive online traffic to website, social media channels, paid search, SEO, PPC, digital marketing budgeting and reviewing new technologies in digital marketing. Roles include trend spotting, strategies, and develop concepts for effective reach to the target audience. In depth knowledge in SEO and SEM management to improve website traffic and search ability.

Expected Salary: RM12,000

**ACCOUNT SERVICING MANAGER (KLANG VALLEY) – EA0705**

Bachelor in Advertising/Media. Early 30's with 10 years of working experience in the same company (Advertising/Media industry), overseeing Malaysia, Singapore and Vietnam telco clients for content marketing. Leading a team of experienced Account Executives with in-depth knowledge of marketing, problem solving, socializing and customer relationship skills.

Expected Salary: RM6,500

**SENIOR SALES EXECUTIVE/ SALES ENGINEER (KLANG VALLEY) – FK0703**

Executive Diploma in Engineering studies. Late 20's with 8.5 years of working experience in Industrial Sales and engineering positions. Involved in the entire full sales cycle which includes discover, develop, propose, negotiate, closing, and after sales support. Able to propose and present company products to clients based on the project requirements. Experienced in dealing with MNC based industrial manufacturer.

Expected Salary: RM5,000

**PROJECT SALES ENGINEER (SUBANG JAYA) – DV0704**

Degree in Engineering. Early 30's with close to 6 years of working experience. Involved directly with MNC clients from electronic industry to promote on company's test and measurement equipment's. Handled client visitation, product demonstration, technical training, and application support plan.

Expected Salary: RM4,500

**PROJECT SALES ENGINEER (KLANG VALLEY) – DV0705**

Diploma in Engineering (Mechanical). Mid 30's with total of 12 years of working experience with 2 years plus of sales experience. Responsible to provide solutions for turf care and horticulture management on parklands, golf courses, resorts, stadiums.

Expected Salary: RM4,500

**SALES MANAGER (KLANG VALLEY) - BY0601**

Diploma in Business Studies - Marketing & leadership. Late 20's with approximately 4 years of corporate sales experience in manufacturing industry for aluminium products. Responsible for sales in 3 different regional areas which covered Northern Malaysia, Southern Malaysia and Klang Valley. Manage 300+- clients from various industries/fields such as: construction contractors, manufacturing, developer, end user and agents. With 2 direct subordinates - Sales Executive. Sales oriented, matured with good communication skills.

Expected Salary: RM4500

**SALES & MARKETING TRAINEE (KLANG VALLEY) - BY0602**

Bachelor's Degree in Business Studies. Fresh graduate with brief corporate sales experience. Current trainee role involves in assisting senior sales person to perform tasks such as: Developing strategic model/plans to approach new/existing customers, perform new account tracking on customers purchase orders throughout the year, meeting customers' requirements, revising quotation, purchase orders and demo agreements. Excellent communication skills.

Expected Salary: RM3000

**SECRETARIAL/PERSONAL ASSISTANT**

**EXECUTIVE ASSISTANT (KUALA LUMPUR) – NC0702**

Diploma in Executive Secretaryship. Mid 40's with over 20 years of experience in secretarial and personal assistant roles. Responsible for secretarial support, calendar management, travel arrangement, driver and bodyguard. Handling private and personal matters such as offshore companies, tax and bank errands, bills, insurance/road tax etc.

Expected Salary: RM 8500

**SECRETARY (KUALA LUMPUR) – NH0703**

Diploma in Executive Secretaryship. Early 30's with more than 12 years of working experience as Secretary & PA to Senior Manager, CEO and Deputy CEO in public listed and private companies. Efficient in providing secretarial support, travel arrangement, disseminating information and handling office matters. Involved directly in organizing internal events. Available in 1 months' time.

Expected Salary: RM4,000



## NORTHERN REGION

### CUSTOMER SERVICE EXECUTIVE (PENANG ISLAND) - KH0701

Degree in Commerce. Mid 30's with more than 10 years of working experience. Make internal and external outbound and inbound calls to support the regional distributors. Outbound interaction with sales support, order management, quality, and finance counterparts in the regions. Complete inventory processing on weekly basis and ensure the inventory discrepancies have been reconciled.

Expected Salary: RM3,800

### CUSTOMER SERVICE EXECUTIVE (PENANG ISLAND) - KH0702

Diploma in Performing Arts. Late 20's with more than 10 years of working experience. Arrange delivery of Spare Part. Monitoring PO from customer for replaced item. Scheduling Engineer for breakdown issues. Issue Invoice & Purchase Order to supplier. Monthly Service Invoice Report/ Quotation Report & Onloan Part report. Meeting minutes. Follow-up customers on forecasts of payment collection. Monitor Order Report to ensure on time deliveries & prepare quotation for Engineer personnel.

Expected Salary: RM3,000

### CUSTOMER SERVICE EXECUTIVE (PENANG ISLAND) - KH0703

Degree in Multimedia Design (ongoing). Early 30's with more than 10 years of working experience. Receive and verify the purchase orders from customer by emails. Generate the sales order via the Auto Count system and acknowledge to customer. Follow up about the customer order and update customer of order status as and when necessary. Expedite delivery when the need arises. Attend to inquiries, complaints and rescheduling request from customers through calls or emails. Working closely with sales personnel for customer forecast planning. Liaise with warehouse team for shipment arrangement.

Expected Salary: RM3,400

### SENIOR PRODUCTION SUPERVISOR (PRAI / KULIM) - KH0704

Diploma in E&E Engineering. Early 40's with more than 18 years of working experience. Lead a group of shift leader and manufacturing operator. To make sure all process in pressing department running smoothly. Plan daily production in order to meet daily shipment and to improve lead-time (to meet delivery performance target and customer satisfaction). Conduct daily briefing to up-date process problem, production and other information to shift leader and operator. To make sure all machines parameter within spec to run production. Make sure all machines in good condition and ready for production. To make sure all processes and equipments running smoothly. Work-out with process and quality engineer to verify process problem and proceed with action item. Work-out with equipment engineer to plan preventive maintenance schedule without impact production daily output.

Expected Salary: RM4,800

### TEST ENGINEER (PRAI / KULIM / PENANG ISLAND) - KH0705

Degree in Electronics System Engineering. Mid 30's with more than 12 years of working experience. Responsible on test program transfer, implementation, sustainability and test coverage improvement on products transfer to factory. Collaborate with test development team on product validation and technology verification to enable new products. Perform test monitoring activities, product yield/quality analysis and productivity improvement. Be the engineering escalation point for factory in finish goods fulfilment and customer issue response. Co-owned product test program and work with cross functional team on product transfer, ECO, NPI and low yield analysis.

Expected Salary: RM6,300

### JAPANESE SPEAKING PROCESS ENGINEER (KULIM/PRAI) - KH0706

Degree in Electrical, Computer and System Engineering from Japanese university. Mid 20's with more than 2 years of working experience in process. Involved in process sustaining and continuous quality and yield improvements. Perform failure analysis and troubleshooting on the process and yield related issues which includes corrective actions and cost reduction. JLPT level 1 holder.

Expected Salary: RM3,800



## OTHER REGIONS

**JAPANESE SPEAKING ASSISTANT MANAGER (KULIM/PRAI) - KH0707**

Degree in Mechanical from Japanese university. Early 40's with more than 15 years of working experience related to production and manufacturing. Involve in tooling development (stamping and injection), design and process of stamping and injection base on drawing provided by Japan HQ. Develop product's part and functioning to fulfil the product requirement. Secondary parts process such as heat treatment and plating parameter setting and control standard. Part quality warranty by decision of critical dimension and appearance standard. Production assembly process design and production first lot buy-off.

Expected Salary: RM6,000

**JAPANESE SPEAKING FRESH GRADUATE ENGINEER (JB/SUBANG/ SHAH ALAM) - KH0708**

Fresh graduate with Degree in E&E from Japanese university. Mid 20's. Looking for career opportunity like entry level engineer or trainee in the fields of Energy & Utilities, Power System Restoration, Environmental, and Health & Safety fields. JLPT level 3 qualification.

Expected Salary: RM2,800

**JAPANESE SPEAKING FRESH GRADUATE ENGINEER (PENANG ISLAND/KL/SELANGOR) - KH0709**

Fresh graduate with Master Degree in E&E from Japanese university, mid 20's. Relevant courses in VLSI system design, semiconductor optoelectronics, semiconductor surfaces & interfaces, applied surface science, Nano-electronics, advance electronics products and architecture. Great academic results with JLPT level 1 qualification.

Expected Salary: RM3,300

**SALES EXECUTIVE (PENANG) – BY0603**

Bachelor's Degree in Engineering - Electrical & Electronic. Late 20's with approximately 5 years plus of sales experience in managing northern region sales, scheduling product orders, and logistics management. Responsible to provide pre-sales and technical support, liaison with different divisions for sales related matters. Sales oriented and good communication skills.

Expected Salary: RM3500

**SALES EXECUTIVE (PERAK) – BY0604**

Diploma in Mechanical Engineering. Late 20's with more than 3 years' corporate sales experience in construction materials and hardware products. Experienced in generating sales lead around Perak & Penang areas. Mature candidate and good communication skills.

Expected Salary: RM3500

**ASSISTANT SALES & MARKETING MANAGER (PROJECTS) (SABAH)-BY0605**

Bachelor's Degree in Business Studies. Late 30's with total 11 years of sales experience with 8 years of corporate sales experience in construction industry and 3 years in automobile industry. Skilled in Sabah regional sales & marketing planning. Current position also responsible to launch market analyse and market survey, promotion planning, etc. Lead a team of 5 sales executive.

Expected Salary: RM4000