

# timesletter

MAR ISSUE 2017



THE REAL WAY TO  
MOVE UP EMPLOYEE  
PERFORMANCE  
— MILLENNIAL  
EMPLOYEE.

## The real way to move up employee performance – millennial employee.

It's widely practices in every organization to measure employee performance as a way to improve the performance of the company. Measuring people doesn't improve employee performance and companies need to look at the real performance drive to make a difference. Measuring employee performance also tools use to link to pay performance. How many companies realize, this is effective, proof that managing people by numbers is really boosting the overall performance of the company?

Research had shown linking pay to employee performance was demotivating. The true motivations are intrinsic. Traditional performance management works in manufacturing, where outputs are tangible and consistent and largely within people's control, but not in non-manufacturing organizations, where outputs are intangible and varied and impacted by factors outside people's control.

The traditional methods of managing employee performance no longer fit in today's more complex and less deterministic business world, and in their places we need more fluid and better coaching for performance that can respond to this new reality – at least effective for millennial employee. Purpose and not pay was the single most important driver of motivation.

So in order to measure employee performance to rank people, to reward them and to reprimand them is a bad habit organizations have to change. It doesn't work anymore. Performance review meetings are too little, too late. They feel superficial and are based often on numbers – like perception ratings that are mere proxies to real performance. They create competition between employees, when we know that it's collaboration that makes the differences to overall organizational performance.

Organization need a change to measure employee performance. Just because we have been managed employee in this way, it doesn't mean should continue. And to find what to do, better measurement, instead the same old way which will drive millennial employees nuts. We need to look at reasons why the current employee performance management systems fail. Measuring people's performance to rank them, to reward them and to reprimand them is a bad habit organizations have to shake. Because it doesn't work.

Managers want people to perform better so they monitor them to assess their performance. When people know they are being monitored, they feel



judged. No-one like to feel judged. People will then take the judgement personally and that makes them feel threatened. They will then get defensive in attempt to protect themselves in any way they know how. They will hide their performance problems or they will manipulate the measures to make the results look good.

When the important performance problems are hidden, performance gets worse. Managers will pick up that performance is worsening, probably by the impacts on higher level performance measures. And the problem didn't resolve. More monitoring means people are feeling the scrutiny of more judgement.

Employee performance is important to manage a workforce. The role of performance measurement in this process have to be redefine, rather than expecting the measures will motivate the right behaviours, managers should be coaching the right behaviours. This should be a tool in their hands and not to use performance measurement as a rod for people's backs.

As the employee takes responsibility for interpreting a performance measure, they can be held accountable for deciding what kind of action is needed. This drives the behavior of people on their processes, and not just in them. Rather than pushing and rushing to hit daily or weekly targets, they are creating leverage to make higher levels of performance the new norm, by removing waste from their business processes.

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## Potential Candidates

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## CENTRAL REGION

### ACCOUNTING/FINANCE

#### SENIOR MANAGER TAX ADVISORY (KLANG VALLEY) – MM0303

Professional Degree in taxation. Early 40's with more than 13 years of total working experience mostly taxation exposure. Hands-on experience in corporate tax, tax compliance, tax computation, tax advisory, GST and etc. Associate Member of Chartered Tax Institute of Malaysia (CTIM). Have good exposure from various taxation firm industries.

Expected Salary: RM15,000

#### SENIOR MANAGER TAX ADVISORY (KLANG VALLEY) – MM0304

Bachelor Degree in Accountancy & Finance. Late 20's with more than 5 years of total working experience mostly taxation and finance exposure. Has Big Four exposure for almost 3 years in taxation. Good in technical knowledge as well as leadership and management skills. Hands-on experience in corporate tax, tax compliance, tax computation, tax advisory, GST compliance and advisory and finance as well. Member of Association of Chartered Certified Accountants (ACCA) and a Member of Malaysian Institute of Accountant (MIA). An Associate Member of Chartered Tax Institute of Malaysia (CTIM).

Expected Salary: RM12,000

#### SENIOR MANAGER TAX ADVISORY (KLANG VALLEY) – MM0305

Professional Degree of Accountancy major in ACCA. Early 40's with more than 15 years of total working experience mostly taxation and finance exposure. Hands-on experience in corporate tax, tax compliance, tax computation, tax advisory, taxation, GST, group consolidated, group tax and finance as well. Member of Association of Chartered Certified Accountants (ACCA) and a Member of Malaysian Institute of Accountant (MIA).

Expected Salary: RM10,000

#### SENIOR ACCOUNT EXECUTIVE (KLANG VALLEY) – BG0301

Degree of Marketing. Early 30's with more than 7 years of working experience in account. Experienced in preparing company account such as Profit & Loss, Balance Sheet, monthly bank reconciliation and other reports. Responsible for Account Receivable and Payable. Preparing and submitting GST on monthly basis. Handling company's full set account by preparing monthly account closing and year end closing accounts and employee's salary, EPF, PCB and others.

Expected Salary: RM5,000

#### ACCOUNT EXECUTIVE (KLANG VALLEY) – BG0302

Diploma in LCCI. Late 20's with more than 8 years of working experience in accounting industry. Experienced in handling full set accounts. Issuing invoices, quotation, cash sales. Preparing reconcile bank statements and accounts payable monthly basis. Liaising with external auditor, tax agent, banker's company secretary. Familiar with UBS Accounting & Inventory software. Proficient in Microsoft Excel, AS 400, AAMS system.

Expected Salary: RM5,500

#### FINANCE MANAGER, INTERNATIONAL BUSINESS ADMINISTRATION (CHERAS) - ML0301

Early 40's, with Bachelor of Arts in Accounting and around 18 years of finance and accounting experience. Had a progressive 13 years of experience in an e-commerce direct-selling industry and has been holding the capacity of Finance Manager for the past 5 years. Currently reports to Deputy GM; with 4 direct subordinates and overseeing Finance Managers from respective subsidiaries in other countries (US, Japan, Thailand and Indonesia). Taking care of local and international finance and accounting function, experienced in financial reporting, taxations, forecasting & planning, trend analysis, etc. and also involved in process improvement and growing the team.

Expected Salary: RM10,000

#### SENIOR OPERATION OFFICER (CHERAS) – SC0304

Degree in Financial Economics. Mid 20's with more than 3 years of working experience in back end operation support with banking industry. Responsible to perform credit evaluation on customer facility and evaluate the credit worthiness, as well as the capability of the credit application. Good communication skills.

Expected Salary: RM4,500

#### SENIOR CREDIT ANALYST (SUBANG) – SC0305

Degree in Financial Economics. Mid 20's with more than 2 years of working experience in credit analysis function with MNC Logistic company where responsible to assess and perform global customers' credit application. Also, conduct analytical reviews on the credibility of the customers and evaluate credit worthiness of customers in compliance with corporate standards & regulations. Good communication skills.

Expected Salary: RM3,500

#### FINANCE MANAGER (KLANG VALLY) – KH0305

Professional Degree from the Association of Chartered Certified Accountants, United Kingdom, ACCA. MIA Member. Early 40's with more than 20 years of working experience. Previously worked at listed company on the ACE Market of Bursa Malaysia with subsidiaries in other countries, principally engaged in value added mobile solutions, security tags number, SMS & distribution of IT related products. Hands on special engagement as instructed by the Audit Committee and the Board of Directors for subsequent meeting review and comments to enhance the efficiency of the group operation. Preparation and presentation of Board papers. Work closely with investment bankers, corporate lawyers and consultants on corporate exercises including but not limited to acquisition of target companies, private placement, rights issues and etc.

Expected Salary: RM13,000

#### SENIOR TAX EXECUTIVE (CHERAS) – YP0302

Bachelor in Accounting. Late 20's with more than 4 years of experience in the taxation field, with exposure in international company. Experienced in reviewing tax computations and returns prepared by tax agents, performing internal tax audit for active entities, monitoring adequacy and accuracy of tax provisions etc.

Expected Salary: RM5,300

**FINANCE MANAGER (KLANG VALLY) – KH0306**

Registered MIA member, CIMA, ICOSA & Diploma in Business Administration. Late 40's with more than 25 years of working experience. Experienced in handling new project or customer from assessing profitability to the credit worthiness in collection risks. Preparing budget in planning and organising available resources to achieve targeted revenues and profitability. Managing risks, for example currency risk, by minimising its impact through forex hedging. Controlling risks of cost overrun by monitoring price trends corresponding with budget and quantity used in expectation of budgeted BOM. Managing change or threats from competitors, for example how to respond to a price reduction by follow suit or to strengthen the quality and reputation of the products. Managing a sudden increase in materials' price by switching it to customers. All by "what if analysis", KPI analysis and variances analysis of operation results against budget expectations. Managing and controlling working capital (AP, AR and inventory) and cash flows to meet budget expectations. Managing integration in supply chain from purchasing, inventory to sales and collection. Compliance to the company policy on financial risks and returns and internal control on authorization, segregation of duty and etc.

Expected Salary: RM13,000

**FINANCE MANAGER (KLANG VALLY) – KH0307**

ACCA, Chartered Accountant of Malaysian Institute of Accountants (MIA). Late 40's with more than 24 years of working experience. Experience in providing comprehensive compliance advice on financial, accounting, taxation, indirect taxation, companies act and other regulatory policies & issues. Lead quarterly forecast, annual budgeting and 5 years plan process to ensure the achievement of established objectives and key milestones. Prepares any reports required by Management or Government Authorities and assists the management in implementing systems and procedures to set up and improve finance operations. Working experience in listed company and overseas placement. Lead the preparation of financial reports including commentary, financial analysis and insights on the results and trends. Lead quarterly forecast, annual budgeting and 5 years plan process to ensure the achievement of established objectives and key milestones. Assist in implementing the reporting of KPIs on key business drivers to monitor performance. Ensure that the company complies with group requirements in production of management accounts, statutory accounts, budgets, forecasts, strategy plans, and audit of accounts and evaluation of capital expenditures. Participates in overall management by providing financial input to company management in arriving at business decisions.

Expected Salary: RM13,000

**PROJECT MANAGEMENT SPECIALIST (KLANG VALLEY) – SK0304**

Diploma in Commerce. Late 20's with more than 6 years of working experiences under finance function, of which latest 1 year involved in process improvement at the capacity of Team Lead, reporting directly to Finance Director. Although not coming from IT background, had successfully completed a process improvement project (full life cycle) for Finance, by developing template using Excel – Macro. Also expose to on-going process improvement tasks. Familiar with SAP FICO and MM modules.

Expected Salary: RM5,000

**GST CONSULTANT (CHERAS) – CH0303**

SPM holder, currently pursuing part time studies in ACCA. Early 20's with 4 years of working experience in operation, audit and accounting field. Current one year handle clients' GST submission from various industries. Conduct GST Health check; provide professional advice to clients on refund payment case, change of taxable period, etc. Experience in using Autocount and SQL software.

Expected Salary: RM3,300

**SENIOR ACCOUNTS EXECUTIVE (KUALA LUMPUR) – CH0304**

STPM holder. Currently pursuing online Degree studies in Business Administration. Early 30's with more than 10 years of working experience as accounts executive. Current 2 years engage with accounting firm and in charge of different type of clients' full set account, including GST registration, review and quarterly submission of GST report.

Expected Salary: RM4,000

**ACCOUNT CUM AUDIT ASSISTANT (PETALING JAYA) – CH0305**

Diploma in accounting. Early 20's with 3 years of working experience as account cum audit assistant. Working experience in both in-house and accounting firm. Perform full set accounts which include AP, AR, bank reconciliation, GST submission, book keeping and auditing for more than 70 clients.

Expected Salary: RM3,500

**SENIOR TAX CONSULTANT (PETALING JAYA) – PH0303**

ACCA qualification. Mid 20's with 4 years of working experience working as Tax Consultant in Big 4. Currently servicing Singapore, Hong Kong and New Zealand's clients on all tax matters. Good knowledge in tax equalization calculation and also a Team Leader to company new recruit. Provide coaching, induction and conduct training.

Expected Salary: RM4,500

**SENIOR FINANCE MANAGER (PETALING JAYA) – YY0301**

Degree in Finance. Mid 30's with 12 years of finance and accounting experience mainly in engineering and trading industry including 7 years managerial exposure. Experienced in management accounting, financial analysis, budgeting, forecasting, etc. Proficient in Oracle, ERP, EDI Systems, SAP, UBS and SQL.

Expected Salary: RM13,500

**GENERAL MANAGER, FINANCE (KLANG VALLEY) – YY0302**

CPA and MIA certified with Degree in Accounting. Mid 40's with more than 20 years of finance and accounting experience mainly in manufacturing industry including 4 years of external audit experience. Experienced in group accounting, financial analysis, budgeting, forecasting, cost control, treasury, etc. Proficient in Oracle, SAP, Maxisoft and AS400. Currently overseeing 2 Managers with total 20-30 indirect reporting.

Expected Salary: RM13,500

**SENIOR FINANCE MANAGER (PETALING JAYA) – YY0303**

FCCA certified with Master of Computing. Early 40's with 20 years of finance and accounting experience mainly in public listed companies. Experienced in group consolidations, financial analysis, treasury, budgeting, forecasting, etc. Proficient in SAP, Navision, and Hyperion Reporting. Overseen a team of 13 members.

Expected Salary: RM13,500

**SENIOR FINANCE MANAGER (PETALING JAYA) – YY0304**

ACCA certified. Mid 30's with 12 years of finance and accounting experience, both internal and external, mainly in manufacturing company and consulting firm. Experienced in audit, management accounting, financial analysis, budgeting, forecasting, GST, taxation etc. Proficient in SAP (was a key member in SAP implementation), Microsoft Dynamic, Autocount and UBS. Currently overseeing 20 subordinates.

Expected Salary: RM10,500

**CUSTOMER SERVICE**

**SENIOR CUSTOMER SERVICE EXECUTIVE (KLANG VALLEY) – FK0310**

Bachelor's Degree in Business Studies. 40's with over 15 years of working experience, of which 12 years in Customer Service role with semiconductor/components industry. Well verse with full spectrum of CS functions: forecast, received order, process order, delivery, payment, inventory management, etc. Experienced to deal with customers and suppliers directly. Able to support on weekly/monthly reports as per requested. Versatile and experienced candidate. Able to work under fast-paced environment and settle customers' enquiries accordingly.

Expected Salary: RM4,000

**CONTACT CENTRE TRAINER/LINE LEADER (NILAI) – YP0301**

Advanced Certificate in International Contact Centre Operation. Late 20's with 8 years of experience working in the contact center which inclusive of 3 years; experience as a customer service representative, 1 year of experience as a line leader and the remaining years as a contact center trainer. Good communication skill.

Expected Salary: RM4,400

**CUSTOMER CARE EXECUTIVE, SENIOR EXECUTIVE (PUCHONG) – YP0303**

SPM. Early 30's with up to 14 years of experience working in the customer service line which includes 4 years of experience in the contact center servicing Singapore customers. Had 5 years of experience holding a credit control role, with exposure in an international company. Good communication skill.

Expected Salary: RM3,000

**ENGINEERING**

**TECHNICAL SERVICE ENGINEER (SHAH ALAM) – NH0302**

Degree in Chemical (Oil & Gas Upstream Engineering). Late 20's with 5 years of working experience as technical and field service engineer. Experienced in providing technical and analytical support for chemical and mechanical engineering works. Among main responsibilities includes assisting clients for new project and new facilities installation which includes pump installation and chemical injection facilities installation.

Expected Salary: RM6,000

**MECHATRONICS ENGINEER (PETALING JAYA) – PM0304**

Bachelor of Engineering in Mechatronics. Mid 20's with 2 years of working experience in semiconductor industry. Experience in maintaining the smoothness of the assembly process and working closely with production engineer, involving in the entire root causes analysis and correction action, and continuous improvement plan. Familiar with Process Control – Sig Sixma.

Expected Salary: RM4,000

**SENIOR DESIGN MANAGER (KLANG VALLEY) – BC0301**

Degree in Architecture. Mid 30's with over 10 years of architectural design, interior design and project development experience in property industry. Over 7 years of managerial experience. Projects ranging from multi-storey buildings, redevelopment rail transit terminals, hotels, service apartments, shopping malls, public spaces, historic buildings, museum, galleries, exhibitions and temporary structures, institutional, township and various mixed development projects.

Expected Salary: RM20,000

**ETC.**

**GRAPHIC DESIGNER (PETALING JAYA) – PM0302**

Diploma in Graphic Design and Digital Media. Late 20's with 7 years of working experience in graphic design including 5 years in beauty industry for cosmetic, skincare and fragrance products. Experience in preparing the creative content for website/magazine/newspaper, providing design solution, corporate branding, internal communications (design & advertising) under Branding & Marketing. Proficiency in Microsoft Office, Adobe Illustrator, Adobe Photoshop, Final Cut Pro, MAC and Window Operating System.

Expected Salary: RM4,300

**GRAPHIC DESIGNER (PETALING JAYA) – PM0303**

Bachelor in Graphic Design and Illustration. Mid 20's with 4 years of working experience in graphic design with advertising agency and beauty products distributor. Experience in creating design solution for magazine layout, advertorial and photo shoots for beauty and fashion. Proficiency in Microsoft Office, Adobe Illustrator, Adobe Photoshop, and Adobe InDesign.

Expected Salary: RM5,000

**GRAPHIC DESIGNER (PETALING JAYA) – PM0305**

Master's Degree in Business Studies in Information Management. Late 20's with 2 years plus of working experience in graphic design. Responsible for advertising, media planning and corporate design. Experience in website management, background design, icon and book layouts design, and other various illustrations. Proficiency in Adobe Illustrator, Adobe Photoshop, Adobe Flash, Zbrush, Autodesk, etc.

Expected Salary: RM3,500

**3D VISUALIZER (KUALA LUMPUR) – SL0301**

Diploma in Mechanical Engineering. Mid 30's with more than 8 years of working experience in various industries. Exposed to layout drawing, tender drawing, 3D drawing and rendering, as well as space planning. Proficient in Adobe Photoshop, Adobe Illustrator, SketchUp, AutoCad and 3D Max software.

Expected Salary: RM3,800

**SENIOR QUANTITY SURVEYOR (KLANG VALLEY) – FK0301**

Professional Certificate in Quantity Surveyor, 40's with more than 18 years of working experience in Quantity Surveyor and Contract Manager role with contractor and developer environment. Experience in high-rise project (35 storeys commercial building). Experienced in different field of commercial building, offices, school, residential building, infrastructure, etc. Experienced in pre-tender QS activities: costing, dealing with contractors, tendering documentations, measurement, pre-contract, etc.

Expected Salary: RM8,500

**SENIOR GRAPHIC DESIGNER (AMPANG) – CH0302**

Professional Certificate holder in Multimedia Authoring. Early 30's with 10 years of working experience in graphic design. Conceptualize & design graphics for retail outlets POP, Windows Display, brochures, banners, posters, banners, flyers and other marketing collaterals. Adapt creative concepts and artworks from U.S. and Russia to give high visual impact to current company's branding.

Expected Salary: RM4,400

**SENIOR CREDIT RISK CONTROLLER (KUALA LUMPUR) - CH0301**

Bachelor's Degree in Banking and Finance. Early 30's with 8 years of working experience in overseas bank as a credit risk controller for personal loan and credit card products. Being one of the senior collectors whom selected to handle high risk customers based on 35 countries level. Evaluate and manually assign to field visitation, as well as perform data analyst for CCRIS and CTOS issues.

Expected Salary: RM4,500

**SENIOR OPERATIONAL RISK MANAGER (KLANG VALLEY) – YY0305**

Degree in HR and Marketing. Mid 30's with more than 10 years of risk management experience mainly in banking, wealth, and insurance industry. Experienced in operational risk management and regulatory compliance such as monitoring and reporting of the Company's Risk Control Self-Assessment, Key Risk Indicators, Operational Loss Event or Incident Reporting, etc.

Expected Salary: RM13,000

**GRAPHIC DESIGNER (KLANG VALLEY) – BY0304**

Diploma in Graphic Design. Late 20's with approximately 6 years' experience as graphic designer. Experienced in designing event backdrop, flyer, leaflet, voucher, pocket brochure, itinerary, update website, help to design website header, update information, design advertisement, design flyer, edit PDF File, letterhead, logo, trace map, book layout design. Also experienced in working with marketing department to launch any marketing related design materials.

Expected Salary: RM3,300

**VISUALIZER & DESIGNER (KLANG VALLEY) – BY0305**

Degree in Graphic Design & Illustration. Late 20's with 4 years of experience as visualizer & designer. Skilled in Adobe Illustrator, Adobe Photoshop, Adobe Indesign. Experienced in developing the overall layout and production design for different media such as advertisements, brochures, magazines, packaging and more.

Expected Salary: RM3,500

## HUMAN RESOURCES

### SENIOR HR ANALYST (PAYROLL) (PUCHONG) – DV0301

Degree in International Business Management. Mid 20's with 3 years of working experience in handling full cycle of payroll & recruitment matters. Experienced in handling monthly payroll, computing wages, bonus, allowances, claims and overtime calculation for 300 – 400 headcounts which included permanent, contract & temporary staffs. Proficient in SAP system.

Expected Salary: RM4,500

### SENIOR HR ANALYST (PAYROLL) (BATU CAVES) – DV0302

Degree in Business and Administration. Mid 20's with close to 4 years of working experience in handling payroll services. Experienced in handling monthly payroll for Thailand & Cambodia which consists of 1400 headcounts (included local & expat staffs). Well-versed with Oracle & SAP system.

Expected Salary: RM5,500

### PAYROLL EXECUTIVE (SETAPAK) – DV0303

Degree in Human Resource Development. Mid 20's with close to 2 years plus of working experience in handling payroll & rewards and compensation. Involved in payroll calculation, OT claims, unpaid leaves, incentive calculation, tax clearance for more than 300 staffs which included contract and permanent staffs,

Expected Salary: RM4,000

### PAYROLL EXECUTIVE (BATU CAVES) – DV0304

Degree in Business Administration. Early 30's with close to 7 years of working experience in handling full cycle of payroll in shared services environment. Experienced in handling payroll for Hong Kong, Singapore, Macau which consists of 200 - 800 headcounts. Responsible to handle mid-month & month end payroll, handling final checking before banking process, year-end tax filling and commission calculation. Familiar with Word, Excel, Power-point and SAP system.

Expected Salary: RM5,200

### HR MANAGER (KLANG VALLEY) – FK0305

Advanced Diploma in Business Studies. Early 40's with 11 years of working experience of which 2.5 years in HR managerial role in Food & Beverages Chains. Worked as HR & Admin Assistant Manager (Head of Department of HR Department) by reporting to General Manager/Director directly in a restaurant chain with 5 outlets and around 70 staffs in total. Responsible for full spectrum of HR functions by leading a team of 3 HR Executives. Well verse in general HR functions, including of foreign workers matters. Experienced in MESTI, JAKIM Halal and Health Department Procedure & documents preparation. Possessed strong leadership skills.

Expected Salary: RM6,000

### HR MANAGER (KLANG VALLEY) – FK0306

Bachelor's Degree in Business Studies, major in Human Resource Management. Mid 30's with 10 years of working experience, including of 2.5 years in HR managerial role in Food & Beverages Chains. Worked as the Head of the HR Department, reporting to the Corporate Affairs Director with a team of 2 HR staffs. Well verse with full spectrum of HR functions. Experienced in Company Policies & Procedures and relevant employment laws for Malaysia and Singapore Markets.

Expected Salary: RM8,000

### HR MANAGER (KLANG VALLEY) – FK0307

Obtained Professional Certificate in Human Resource Management and Diploma in Hospitality. Early 40's with over 20 years of working experience in HR and Operation role with hospitality industries. Experienced to work in Japanese based hotel and familiar with the Japanese working culture. Well verse with full spectrum of HR functions, including foreign workers matters (recruiting from oversea, application, FOMEMA, hostel and other C&B management). Good in Company Policies & Procedures and relevant employment laws for Malaysia.

Expected Salary: RM7,500

### RESOURCE PLANNING MANAGER (KLANG VALLEY) – BC0302

Master Degree in Business Studies. Late 30's with over 15 years of comprehensive managerial experience in human resources, communications and diversified resources planning. A certified HR Manager with vast experience in strategic talent acquisition, retention, succession planning, workforce planning and organizational developments. Good communication skills

Expected Salary: RM15,000

### SENIOR HR MANAGER (KLANG VALLEY) – BC0303

Degree in Economics. Mid 40's with over 15 years of experience as HR Generalist, including 10 years of experience at managerial level. Well versed in recruitment, compensation & benefits, training & development, HRIS, foreign worker management and payroll management.

Expected Salary: RM15,000

### SENIOR HR OPERATIONS MANAGER (KLANG VALLEY) – BC0304

Degree in Business Studies. Mid 30's with over 10 years of HR services & operations management experience in shared services environment i.e. payroll, master data, mobility, performance management, learning management, compensation & benefits, service desk and reporting. Experienced in handling various HR projects & well versed in SAP system. Good communication skills.

Expected Salary: RM21,000

### SENIOR HR MANAGER (KLANG VALLEY) – BC0305

Degree in Business Studies. Mid 40's with over 15 years of human resources and admin experience with over 10 years of experience at managerial level. Experienced in initiating CSR programs and managing HR outsourcing. Well versed in restructuring HR policies and procedures with regional HR exposure.

Expected Salary: RM13,000



## INFORMATION TECHNOLOGY

### SENIOR AUTOMATION (KLANG VALLEY) – BG0304

Degree in Computer Science. Mid 30's with more than 10 years of working experience in IT industry. Experienced in developing system and web application. Collecting requirement from users / clients. Experienced in handling UAT, PAT and FAT session. Involved in scrum planning. Developing module to enhance the system. Proficiency in using C#, JSP, Java, PHP, jQuery, Angular JS, Bootstrap and PowerShell script. Familiar with SharePoint, Oracle, MS SQL database, WCP and Odata.

Expected Salary: RM5,500

### SYSTEM AND NETWORK ADMINISTRATOR (KLANG VALLEY) – BG0306

Diploma in Computer Science. Early 40's with more than 18 years of working experience in IT industry. Responsible for administrating system and network. Troubleshooting server hardware and OS issues. Experienced in taking care VMware EXSI 5.5 server. Able to provide support to internal and external customers. Responsible for supporting Red Hat Linux, Centos, Sun Solaris and IBM AIX. Experienced in managing server and backup, network.

Expected Salary: RM7,000

### SYSTEM AND NETWORK ENGINEER (KLANG VALLEY) – BG0307

Degree in Computer Studies. Late 30's with more than 12 years of working experience in IT industry. Experienced in installing, configuring, administrating and maintaining Microsoft Active Directory, VMware, DHCP, DNS and MS Window Server. Installing and configuring Wifi and router. Responsible for analyzing network security and providing recommendations to minimize network security risks. Experienced in troubleshooting operations for network performance and connectivity problems. Investigating and resolving system problems and system performance and implement appropriate running operations.

Expected Salary: RM6,500

### IT PROJECT MANAGER (PETALING JAYA) – MC0301

Bachelor Degree in Information System Engineering. Mid 30's with more than 11 years of working experience in Project Management for banking & financial services. Hands on experience in handling all projects related to Regional Countries, Regional CAPEX and OPEX. Reports to the Head of Regional and preparation of monthly status reporting for all the regional IT related from the regional Country head. Familiar with AS/400 (RPGLE), AS400 (ILE), AS400 (CLP), MQ Series & EDW File.

Expected Salary: RM14,000

### STORAGE AND SYSTEM ENGINEER (KLANG VALLEY) – MC0302

Degree in Information Technology. Early 30's with more than 8 years of working experience in IT technical support for operational maintenance of the organisation's ICT environment through the provision of technical support and advice to users across multiple location, platforms and technologies. Hands on experience in Hosting, Virtualization and storage solutions (HP, DELL, CISCO Servers, Solaris, Ubuntu operating systems, NetBackup, Active Directory 7/10, Exchange 7/10, Microsoft Exchange, Networking LAN/WAN. Technical Support & VMware 9/10. Good communication skills.

Expected Salary: RM10,000

### RESIDENT ENGINEER (KLANG VALLEY) – MC0303

Diploma in Engineering with ITIL certified. Mid 40's with 18 years of working experiences in IT network and communication to support Asia Pacific Region. Hands on experience on global network operations support, manage to design network & IT infrastructure for new & existing network, project implementation & commissioning, LAN & WAN Quality Lead. Act as Single Point Contact for Asia Pacific region. Good communications skills.

Expected Salary: RM10,000

### SERVICE DESK ANALYST (PETALING JAYA) – MC0304

Bachelor Degree in Information Technology (Software Engineering). Early 30's with total 12 years of IT working experience including 10 years as a IT Consultant & IT Global Support Executive mainly in multinational organizations. Good knowledge in IT Support; Software & Hardware Installation, Troubleshooting, Incident Management, Stock Management, Teleconference Set Up and Network Troubleshooting. Good communications skills.

Expected Salary: RM4,500

### SENIOR SOFTWARE ENGINEER (KUALA LUMPUR) – MC0305

Bachelor's Degree in Information Technology. Mid 20's with total 4 years of working experiences in IT Software Developer roles mainly in a marketing consultant company. Good knowledge in PHP (almost 5 years), JavaScript (4 years), HTML, symphony framework (similar to Laravel), Phunit, Bash (ubuntu), REST, JSON, XML, OOP & dependency injection. Good communications skills.

Expected Salary: RM6,000

### SEM SENIOR ANALYST (KUALA LUMPUR) – SL0302

Bachelor Degree in Business Administration (Major in Marketing & International Business). Early 30's with around 4 years of working experience in FMCG and E-Commerce industry. Exposed to brand management with proven track records in consumer engagements and increasing market share. Proficiency in the online marketing analytics, Google Adwords, SEO, SEM, SQR, JavaScript, HTML & CSS, and Social Media Marketing.

Expected Salary: RM10,000

### IT SUPPORT EXECUTIVE (PETALING JAYA) – PH0301

Diploma in Computer Science. Mid 20's with total of 4 years of working experience as IT Support Executive. Currently attached to a multinational company as IT Helpdesk Support. Familiar with Level 1 to Level 3 IT support and good in networking, Backup Data, Formatting, Imaging, Installing OS into a new PC especially using Symantec Ghost, Arconis True Image, Clonezilla & Apple Disk Copy.

Expected Salary: RM3,000

## **IT SECURITY SPECIALIST (PETALING JAYA) – PH0304**

Bachelor Degree in Computer Engineering. Early 30's with total of 5 years working experience as IT Networking Specialist. Possess ITIL V3 certificate. Good in infrastructure management, incident management, IT Security Management and Window Server Administration.

Expected Salary: RM7,000

## **PROJECT ANALYST (KLANG VALLEY) – PH0305**

Bachelor Degree in Computing & Information System. Late 30's with total of 13 years of working experience solid in Oil & Gas industry. Hands on experience as analyst, data migration, performance improvement, wells applications, such as Training Matrix, eGWDP, Budget Builder. Certified ITIL V3 Intermediate.

Expected Salary: RM10,000

## **SALES/MARKETING**

### **SENIOR SALES & MARKETING MANAGER (KLANG VALLEY) – MM0301**

Degree in Business Administration. Mid 40's with more than 20 years of total working experience in property industries. Hands-on experience in business direction, sales & marketing, planning & strategies, project management, management, branding, product development, pricing, promotion package, advertising, roadshow, budgetary, strategic marketing, good in product and design trends. Good experienced in marketing & sales activities/program. Well-exposed in marketing trends for local and international.

Expected Salary: RM6,000

### **SENIOR KEY ACCOUNT MANAGER (PETALING JAYA) - ML0305**

41 years old with a Master's Degree in Marketing, with around 20 years of sales and marketing experience across multiple industries, i.e. security sealing & printing, telco, IT, cosmetics, etc. Progressed 7 years in current company from Sales Manager (local market) to Regional Manager (covering at least 5 countries), to Senior Key Account Manager (promoted after 3 years successfully exceeding sales target). Reporting to General Manager and manages 9 distributors, and personally in charge on certain major key accounts. Currently specialized in customized plastic one-time security seals with market coverage at SEA level, with clients from various industries, i.e. oil & gas, casino, plantation, airlines, pharmacy, banking, etc. Good communication skills, consistent sales track record, and looking for a role with advancement opportunities. Flexible to be based abroad.

Expected Salary: RM10,000

### **DEMAND PLANNER (PETALING JAYA) – PM0301**

Bachelor in Food Science and Technology. Early 30's with 6 years of working experience in fast moving consumer goods industry. Experience in forecasting analysis, ensuring the accuracy of the revenue forecast, identifying the sales gaps between forecasted sales and actual sales and come out with action plan to close the gap whenever possible. Being Awarded Value in Action Award by current company. Good communication skills.

Expected Salary: RM8,000

### **PRODUCT SPECIALIST (KLANG VALLEY) – SL0303**

Bachelor Degree in Science (Major in Biotechnology). Late 20's with more than 3 years of working experience in the medical industry. Exposed in dealing with clientele from government and private hospitals. Experienced in Post Marketing Surveillance and Adverse Event Report, tenders and list-in new products for General Hospitals, as well as organizing CME & CPE from time to time

Expected Salary: RM4,000

### **SOCIAL MEDIA MANAGER (KUALA LUMPUR) – SL0304**

Bachelor Degree in Marketing. Late 20's with around 5 years of working experience in social media role and currently overseeing 5 subordinates. Exposed to campaign strategizing, content sourcing, community management and competitive tracking. Proven track records for generating traffics in social media platforms (e.g. Facebook, Twitter & Instagram). Award holder for Best Use of Social Media and Best in Online Content.

Expected Salary: RM8,000

### **ACCOUNT MANAGER (SALES) (KLANG) – DV0305**

Diploma in Computer Science. Early 30's with 5 years plus of working experience in banking sales, handling wealth management products such as credit card, personal loan, mortgage. Experienced in leading a team of 15 -17 subordinates. Responsible to coach every team members on the banking knowledge, soft skills, portfolio management skills, sales skills and leadership abilities.

Expected Salary: RM3,500

### **MARKETING EXECUTIVE (KLANG VALLEY) – SK0302**

Bachelor in Mass Communications. Late 20's with more than 3.5 years of marketing experiences in product trading MNC, currently focus on water heater and ceiling fan division. Being the only Marketing Executive for the division, exposed to full range of marketing activities. Handling both Official and Unofficial Sponsorships for exhibition. Able to communicate well in terms of explanation of her current job role and processes.

Expected Salary: RM4,500

### **RETAIL SALES EXECUTIVE (KLANG VALLEY) – SK0303**

UEC (equivalent to 'A' level). Late 20's with 7 years of sales experiences in sanitary wares, based in retails. Exposed to numerous brands such as JS, Grohe, Toto, American Standards etc. Possess great sense of market trends as he has to consistently keep up with latest industry news, especially among retailers. Proven sales track record along his career, achieved 67% of overall target (RM800k of RM1.2m) last year. In year 2015, able to achieved RM1.6m sales.

Expected Salary: RM5,500

**SALES AND MARKETING EXECUTIVE (KLANG VALLEY) – SK0305**

Bachelor of Financial Planning. Mid 20's with more than 2 year of sales experiences in automotive industry. Acting Sales Executive in dealing with new tires distribution and tire retread services. Hands on experience in dealing with SME to corporate accounts, actively targeting end consumer markets recently. (i.e. express services / logistic companies, public transport industry, developers, construction companies etc.) Having wide sales exposure and knowledge with proven result. 105% target achievement in 2016. Focusing on Klang Valley businesses and used to travel to outstations (Kelantan, Pahang, and Terengganu).

Expected Salary: RM3,500

**MARKETING EXECUTIVE (KLANG VALLEY) – YP0304**

Bachelor Degree in Marketing. Mid 20's with 3.5 years of experience being in the marketing field. Products handled are mainly health supplements. With exposure in executing marketing campaigns to strengthen brand positioning, gathering market information pertaining to market trends and competitors' activities etc.

Expected Salary: RM4,000

**MARKETING EXECUTIVE (PETALING JAYA) – YP0305**

Bachelor Degree in Marketing. Late 20's with 5 years of working experience in the marketing line. Experienced in developing detailed marketing plans and implement strategies, ensuring profit's target are met, in ensuring forecast accuracy etc. Been handling beauty products throughout the past 5 years of employment.

Expected Salary: RM4,800

**MEDICAL SENIOR SALES EXECUTIVE (PETALING JAYA) – PH0302**

Bachelor Degree of Science majored in Microbiology. Early 30's with total 8 years working experience in sales with vast medical diagnostic industry knowledge as medical lab technologist and sales executive. Currently covering central region and southern region focusing on government and private hospitals.

Expected Salary: RM6,000

**SALES EXECUTIVE (KLANG VALLEY) – BY0301**

Degree in Marketing. Mid 20's with 2 years of sales experience for printing solution and multifunctional copier, which consist 1 year of corporate sales experience and 1 year of channel sales experience. Skilled in sales hunting, cold calls, sales planning, products promotion, client relationship management, purchase order process, goods delivery, & etc.

Expected Salary: RM3,500

**SALES REPRESENTATIVE (KLANG VALLEY) – BY0302**

Degree in Marketing. Mid 20's with 2.5 years of FMCG's sales experience for diapers products. Experienced in handling both modern trade & general trade. Skilled in sales & marketing planning, penetrate for new sales opportunity, market research, & etc.

Expected Salary: RM3,500

## SUPPLY CHAIN

### **PRODUCTION PLANNER (KLANG) – NH0301**

Degree in Economics. Late 20's with more than 3 years' experience in production planning from manufacturing industry. Industries involved include chemicals and IT technology products. Experienced in production and material planning as well as shipment scheduling. Well verse in SAP and ERP system.

Expected Salary: RM6,000

### **LOGISTICS MANAGER (SHAH ALAM) – NH0305**

Diploma in Business Administration. Late 30's with more than 10 years' experience in supply chain, warehouse and logistics from manufacturing, FMCG and electrical appliances industry. Experienced in managing warehouse and logistics operations with current job scope handling 3 warehouses which includes principal and 3<sup>rd</sup> party warehouse.

Expected Salary: RM9,000

### **PROCUREMENT & ADMIN MANAGER (KLANG VALLEY) – MM0302**

Diploma in Banking. Mid 40's with more than 10 years of total working experience. Possesses hands on experience in handling procurement for 20 years and Administration for almost 5 years. Experienced in procurement/purchasing, sourcing, production planning and finish goods control, material planning and stock control. Excellent negotiation and analytical skills and costing.

Expected Salary: RM9,500

### **SENIOR MANAGER, OPERATIONS & LOGISTIC (SHAH ALAM) - ML0304**

Early 40's with Bachelor's Degree in Mass Communication, and specialized in logistics operation, projects and strategy-related functions with 10 progressive years in direct-selling and 2 years in FMCG beverage industries. Currently as a Senior Manager in Operation & Logistics managing a total of 73 people while directly leading a team of 4 (1 Manager, 2 Assistant Managers & 1 coordinator). Reports to Head of Supply Chain. Manages internal warehouse and 3PLs for external warehouses and transportations and also involved in cost-saving initiatives, improving efficiencies and being in charge of departmental expenses (forecast, budgeting, etc.). Was also involved in upgrading and launching of new WMS (internal system) and was one of the leaders in the implementation project, collaborating with regional levels. Possess good English communication skills, and experienced in operational strategy and planning, project management, and department-wide improvement initiatives, etc.

Expected Salary: RM16,000

### **PROCUREMENT ANALYST (KUALA LUMPUR) – SL0305**

Bachelor Degree in Business Administration (Major in Business & Logistics Management). Late 20's with more than 4 years of working experience in purchasing role, exposed to handling projects based purchases. Proficiency in the SAP system and GP system. Experienced with material management, vendor negotiation and documentations' processing. Familiar with Shared Services environment.

Expected Salary: RM4,300

### **SOURCING LEAD (PETALING JAYA) – CL0301**

Master in Business Administration. Mid 30's. 7 years of supply chain and purchasing experiences. Good mixture of both shared services and commercial experiences with renowned oil and gas multinational companies. Regional experiences in supporting Middle East and South East Asia region. SAP user and project management experiences. Constantly engage in process improvement activities, including efficiency improvements and cost savings. Leading a team of 4 members.

Expected Salary: RM12,000

### **PURCHASING VENDOR MANAGER (PETALING JAYA) – CL0302**

Bachelor Degree in Marketing. Late 20's. A good communicator and able to articulate well. Close to 5 years of purchasing and vendor management experiences. Holding dual responsibilities of purchasing coordination for south pacific and vendor management for Asia Pacific region. Day to day Purchasing Request processes of average 30 to 50s. SAP system experiences in tracking orders and invoicing.

Expected Salary: RM6,500

### **BUYER (KUALA LUMPUR) – CL0303**

Bachelor Degree in Information Technology. Early 30's. 7 years of procurement experiences with solid exposure on sourcing, contract management and buying. Oil & Gas Industry experiences. Current role involved in both materials and services buying. Responsibilities including bidding proposal preparation, presentation to the board, internal customers and vendors' management. Maximo and SAP system user.

Expected Salary: RM8,500

### **PROCUREMENT MANAGER (BANGI) – CL0304**

Master in supply chain management. Early 30's. A full member of Chartered Institute of Purchasing Supply UK (accredited as MCIPS). 10 years of professional experiences, with latest 4 years in purchasing function. Solid understanding of end to end procurement cycle. Exposed to both direct and indirect procurement. Active sourcing, buying and negotiating experiences. A subject matter expert who constantly seeking way to improve the current procurement processes. Was brought in as individual contributor and subsequently building a team of 4.

Expected Salary: RM7,300

### **PROCUREMENT MANAGER (PETALING JAYA) – CL0305**

Bachelor Degree in Law. Mid 30's. Shown ability to communicate with different level of stakeholders. Close to 10 years of Sourcing and Procurement experiences with exposure in FMCG, IT, Corporate Real Estate, oil and gas. Exposed to both commercial and global shared services. Solid understanding of end to end procurement cycle. ERP exposure in Emptoris, SAP and Peoplesoft. Was leading a team of 5.

Expected Salary: RM9,000

**PROCUREMENT EXECUTIVE (KLANG VALLEY) – FK0303**

Bachelor's Degree in Economy. Mid 30's with 8.5 years of working experience in Purchasing role. Experienced with the entire cycle of purchasing functions: sourcing, issue PR/PO, deal with suppliers on goods delivery date, stock management, reports, etc. Knowledge in using SAP & Auto Count system.

Expected Salary: RM3,800

**SENIOR PROCUREMENT EXECUTIVE (KLANG VALLEY) – FK0304**

Certificate in Executive Secretarialship. Mid 30's with more than 13 years of working experience, including 9.5 years in Purchasing and Customer Service role. Experienced in the full spectrum of purchasing functions: sourcing, price negotiation, issue PR/PO, make sure suppliers deliver goods on time, safety stock/inventory level, manage returned goods, reporting, etc. Dealing with internal department/division for smooth daily operation. Experienced in dealing with government or non-government agencies for import/export activities. Experienced in using SAGE 300 ERP and SAP system.

Expected Salary: RM5,000

## NORTHERN REGION

### PROJECT ENGINEER (PRAI / KULIM) – BG0303

Degree in Electronic & Electrical Engineering. Late 20's with more than a year of working experience. Supervising and monitoring progress at site. Experienced in scheduling and controlling the quantity of workmanship at site. Ensure the installation is in compliance with relevant standards and safety procedures. Performing estimation cost for tendering. Basic knowledge about wiring, termination and test commissioning. Familiar with MS Word, Power Point, Excel, C++ and Matlab.

Expected Salary: RM3,600

### SENIOR NETWORK ENGINEER (PENANG ISLAND) – BG0305

Degree in Computer Science. Mid 30's with more than 10 years of working experience in IT industry. Certified CCNA and CCNP. Configuring and managing F5 LTM. Managing, planning and enhancing IT security. Experienced in configuring and maintaining Cisco network equipment. Experienced in preparing bill of material for new network setup projects. Providing project planning, infrastructure architect and technical supports for regional IT projects. Familiar with Cisco, F5 dynamic routing, OSPF routing protocol, BGP routing protocol.

Expected Salary: RM5,500

### SHARED SERVICE ACCOUNTING MANAGER (PENANG) - ML0303

Mid 30's with a Bachelor of Accounting. Progressive 12 years of experience in finance and accounting functions, i.e. has many years in conglomerate group and then 5 more years in shared services industry. Recently, started off as Team Lead in shared service, and then promoted as Accounting Manager, all the while in Fixed Asset functions. Was promoted in early 2016 to be a Close & Reporting Manager overseeing regional countries (Taiwan, Korea, Philippines and Mauritius). Managing 14 staff. Possess good working knowledge on managing actual operational accounts and group consolidations. A certified Lean Green Belt holder with solid experience in business process improvement and business change.

Expected Salary: RM10,000

### FINANCIAL CONTROLLER (PENANG) - ML0302

Mid 40's, a member of CPA, MIA and graduating with Bachelor of Commerce in Accounting. Collectively 19 years in finance and accounting, taxation, lean business excellence and auditing from backgrounds of multinational companies, shared service and consulting firms. Currently as a Financial Controller overseeing largely Finance & Accounting (a team of 5 with 1 Assistant Manager), as well as being trusted with managing other departments such as Human Resources and IT. In total overseeing 10 direct reports and a team of 20. Reporting to UK Senior Director and dotted line to local General Manager. Earlier has 2 years specializing in lean business excellence and improvement initiatives, functioned as a lean expert/Kaizen master for business processes within Finance and other functions (HR, IT & Procurement).

Expected Salary: RM19,000

### CUSTOMER SERVICE (PRAI/PENANG ISLAND) – KH0301

Bachelor Degree in Linguistic. Early 30's with more than 9 years of working experience. Managing daily operations & shipping process, such as order processing & processing of shipping documents, etc. Coordinate with sales personnel on every purchase order received and delivery arrangement for local or oversea. Monitor and control inventory movement (for import, export and local delivery) where the stocks keep in the warehouse. To liaise with relevant external parties such as government departments, forwarders, transporters, shipping agents for import and export shipment. Responsible to monitor/arrange shipment and ensure all import and export shipments & shipping documentations are in order. Managing forwarding agents, shipping line, haulage, trucking, customs clearance, import & sales tax exemptions and others related operations. To ensure smooth and timely incoming and outgoing shipment arrangement, update systems and documents preparation. Liaise with supplier in overseas, in order to arrange oversea shipment timely. Get prepare as well the documents needed before every shipment to every different country. It's the same goes to local vendors, negotiating the pricing and source for new vendors. Liaise with finance department for every telegraphic transfer and other forms of overseas payments in every shipment. Prepare monthly stock closing and stock forecast report to finance and sales department, in order to provide an estimation stock availability for future sales activities.

Expected Salary: RM4,200

### EHS ENGINEER (PRAI) – KH0302

Bachelor Degree in Science (EHS). Late 20's with more than 6 years of working experience. Inspect the workplace to determine whether any equipment, plant, machinery or work methods are liable to cause risk. Advise person in charge in a place of work on the measures to be taken in the interests of EHS. Investigate any industrial accident and dangerous occurrence. Collect, analyses and maintain statistic on any industrial accident, disease and dangerous occurrence in the Company. Act as Secretary for Company's Safety and Health Committee. Liaise with DOE, DOSH, Bomba and other related government sectors. Conducts EHS awareness training for plant employees. Maintaining plant environmental management system, ISO 14001 and documentation. Coordinate yearly EHS program include ERT and EHS committee activities. Plan schedule and conduct quarterly safety and health committee meeting.

Expected Salary: RM5,200

### CUSTOMER SUPPORT ENGINEER (PRAI / PENANG ISLAND) – KH0303

Master degree in Mechatronic Science & Technology. Early 40's with more than 17 years of working experience. Involved in machine installation, troubleshooting, upgrade and provide technical support to customers. Perform machine calibration and data collection at customer sites. Promote contract and upgrade to customer. Conduct machine operation training to ensure customer able to operate machine without any problem. Email support customer on machine issue.

Expected Salary: RM8,000

### PURCHASING OFFICER (PRAI) – KH0304

Bachelor Degree in Design / Creative. Early 30's with more than 6 years of working experience. Reviews purchase requisitions and coordinate with Quantity Surveyor on any clarifications. Makes decisions about where and when to buy certain assets as requested. Maintains and accurately updates the information database. Works with team members to maximize buy-side purchasing opportunities. Processes purchase orders, requisitions, and bid requests. Communicates with vendors on status of

outstanding orders as well as discrepancies with quality and quantity. Drafts and submits budget proposals and recommends budget changes as needed. Knowledge of ISO 9001:2008

Expected Salary: RM3,700

**REGULATORY AFFAIR EXECUTIVE (PENANG ISLAND/PRAI/KULIM) – FK0302**

Bachelor's Degree in Science, major in Biotechnology. Late 20's with 3.5 years of working experience, including 2.5 years in Regulatory Affairs role with pharmaceutical industries. Used to work in R&D department to manage BE Studies for generic pharmaceuticals project, to provide advice on regulatory and compliances. In charge for registration of new company products in current company. Responsible for documentations, product renewal, product complaint, regulations and compliances, etc. Obtained basic exposure in US FDA in current process.

Expected Salary: RM3,500

**ACCOUNTS EXECUTIVE (PENANG ISLAND) – FK0308**

On-going part-time Degree studies in Accounting, obtained Diploma in Accounting. 30's with 6 years of accounting experience. Experienced in handling full set account for trading and manufacturing business. Knowledge in taxation and GST. Familiar in dealing with auditor and tax agent. Experienced in using UBS, ERP Accounting system.

Expected Salary: RM3,500

**ACCOUNTS EXECUTIVE (PENANG ISLAND/PRAI) – FK0309**

Bachelor's Degree in Accounting & Finance. Late 20's with more than 5 years of working experience in accounting role with different industries (accounting firm & manufacturing). The only accounts person in the company handling full accounting functions (GL, AR/AP, reporting, closing, etc.). Familiar in dealing with customers & suppliers. Experienced in using UBS, SQL Accounting system. Able to work alone and independently.

Expected Salary: RM3,600

**ACCOUNTS EXECUTIVE (PENANG ISLAND) – FK0311**

Obtained ACCA Part 3. Late 20's with more than 6.5 years of working experience in account and audit role. Experienced in handling full set account. Knowledge in taxation, GST, operation audit, etc. Familiar in dealing with auditor and tax agent. Experienced in using UBS and IFCA Accounting system.

Expected Salary: RM3,500

**ACCOUNTS EXECUTIVE (PENANG ISLAND) – FK0312**

Obtained ACCA Part 2. Late 30's with over 13 years of working experience in accounting role with different industries. Experienced in handling full set account (GL, AR/AP, Fixed Assets, Month-end/Year-end Closing, Bank Reconciliation, GST, Taxation, etc.). Able to support on other administration functions. Knowledge in ACCPAC, UBS Accounting system. Basic in SAP & Oracle system.

Expected Salary: RM3,600

## OTHER REGIONS

### **FINANCE EXECUTIVE (SEREMBAN) – SK1204**

Bachelor of Accounting (Honors). Late 20's with more than 6 years of experience in the accounting field. Experienced in handling full set of accounts, submitting GST returns, preparing audit & tax schedules and bank reconciliation statements. Solid external auditor background and a member of MIA. Skilled in using MYOB and UBS accounting software.

Expected Salary: RM4,000

### **DESIGN MANAGER (SEREMBAN) – NH0303**

Degree in Manufacturing Engineering. Early 30's with 8 years' experience in design from manufacturing industry. Experienced in designing vessel and heat exchanger mainly for palm oil refineries and petrochemicals company. Well verse in AUTOCAD software for design purpose. Most projects are dealing with mechanical designs and calculations.

Expected Salary: RM9,000

### **MATERIAL PLANNER (MALACCA) – NH0304**

Degree in Social Science. Early 40's with more than 14 years of experience in material and production planning from manufacturing industry. Among industries involved in the entire career lifespan includes semiconductor, chemicals, packaging and food. Possesses good knowledge in planning system such as SAP, MRP and Excel.

Expected Salary: RM4,500

### **SENIOR ADMIN EXECUTIVE (MALACCA) – SC0301**

Degree in Marketing. Late 30's with more than 8 years of working experience in administration support in different industry. Currently more to support on project basis in property such as preparing letter and report for authorities and getting approval and authorisation. Also, ensure that filing system is in accordance to the company standard. Good communication skills.

Expected Salary: RM4,000

### **SENIOR ADMIN EXECUTIVE (MALACCA) – SC0302**

Diploma in Computer Science. Late 30's with more than 16 years of working experience in administration support and responsible to handle day to day administrative work for commercial property division, including procurement for maintenance, housekeeping, security and parking department. Good communication skills.

Expected Salary: RM4,000

### **ASSISTANT MARKETING MANAGER (SEREMBAN) – SC0303**

Degree in Food Science and Nutrition. Late 30's with more than 7 years of working experience in sales and marketing field with a medical equipment company. Involve in supervising shipping staffs and planning staffs. Besides, work closely with supplier in sourcing for various packing materials. Good communication skills.

Expected Salary: RM5,000

### **AREA SALES MANAGER (EAST MALAYSIA) – SK0301**

Master's Degree in Strategic Management. Late 40's with more than 25 years of sales / sales management experiences of which more than 5 years in construction building industry for MNC and local companies. Strong interpersonal and people conflicts resolving skills. Also, possess great skills in building business relation, strategy and business planning, coaching sales and business operation staffs. Having great sense of market trends and local market environment with continuous client site visits to understand their needs and feedbacks on products and services.

Expected Salary: RM8,500

### **AREA SALES EXECUTIVE (EAST MALAYSIA) – BY0303**

Advanced Diploma in Business Information Technology. Early 30's with 4 years of area sales experience in selling medical equipment. Experienced in handling hundreds of clients over Sabah & Sarawak region, this included GP, GH, Medical Centre and Private Hospital (15 hospitals). Skilled in promoting medical equipment such as : Ultrasound, Xray & CR, Operating Theatre Equipment, Patient Monitoring System, Defibrillator, Endoscope, Fetal Monitor & Doppler, Auto Hematology Analyzer, Stress Test Machine and ECG, & etc.

Expected Salary: RM4,500