

# timesletter

JUL ISSUE 2017

**FUTURE OF  
RECRUITING &  
HIRING WITH  
ARTIFICIAL  
INTELLIGENCE.**



## Future of Recruiting & Hiring with Artificial Intelligence.

Talent acquisition can be one of the most time consuming and frustrating aspects of business. Harsh deadlines and specific requirements, not to mention the piles of applications and resumes, is tough for any recruiter. Tack on retention accountability, candidate experience and employer branding and the job becomes even harder. The emerging HR Technology throughout the last decade has strived to take away these many frustrations while improving candidate experiences and quality of hire.

The news around artificial intelligence this year is being shrugged off by many as just a new work HR got a hold of, but what would happen if AI was actually embraced by the recruitment world? What could it do to further practices and solve problems? This is exactly what AI are trying to do. How is AI enabled software aiming to better recruitment and the candidate experience?

### Candidate matching

Matching the right candidates to the right positions, that's the name of the game, but it's not as easy as it may sound. Most recruiter commented the hardest part of their job is identifying the right candidates from a large pool of applicants. Resume parsing and keyword search advances within an ATS has made the sifting and shifting of this task a bit easier as it picks up on keywords in resumes and cover letters to pull ones that match the most. But as we've traversed from keyword matching to semantic search and contextual search, it's clear we have not perfected artificial intelligence in candidate matching just yet. Today's products are using natural language processing for even more efficient and learning tools.

Most jobseeker chances of landing an interview are killed by errors in the ATS or by restrictive keyword search parameters. Limiting the search to a set number of keywords does not always guarantee the most qualified candidate or best fit for the job requirements. However, an artificial intelligence software in future which specific for recruitment, builds off the basic keyword search, broadening the results with a more advanced version that includes semantic search, contextual search and integrates candidate chat conversations, eliminating fuzzy matches.

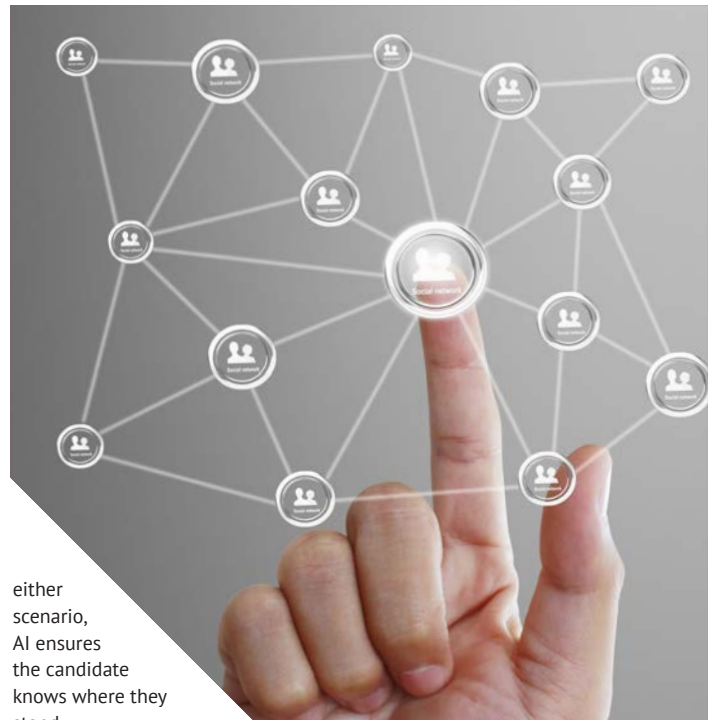
The ability to find concepts hidden in text, in addition to traditional keyword search will give recruiters a more complete look at the candidate's qualification and help improve the candidate matching process. In addition, this new software will take the information learned from the resume and cover letters to potentially help match candidates to jobs they may be better for within the company during and after the application process.

### andidate Rank and Score.

In addition to pulling out the most qualified candidates for the position based on keywords and concepts, recruiters and hiring managers are expected to then select the best ones to move on in the process. Many use the rank and score method based on what was found within the resume and cover letter. Artificial intelligence is now helping recruiters do this faster by leveraging big data and predictive analytics.

While this help professionals get to the next step in the hiring process quicker, what seems to be missing is the interaction with the candidates and those who did not make it to the next step in the process.

Candidates normally didn't hear back from companies which they applied. This is where the ATS black hole comes into play and how artificial intelligence can help fight it. AI steps into the process from the beginning, conversing with candidates, learning from their interactions and assimilating the data into a decision, continue down the pipeline or exit in a brand minded way. In



either scenario, AI ensures the candidate knows where they stand.

### Conversation service and brand experiences

The ATS black hole is something of which many recruiters and candidates are all too familiar. Most jobseekers say a clear timeline of the hiring process is what could improve their candidate experience the most, according to a report by applicant tracking systems. Candidates want to be kept in the loop but for many recruiters, staying in contact with all of the applicants and notifying them of each step in the hiring process is next to impossible.

Automated emails have helped this frustration as it's easy to send an email to a couple of dozen candidates letting them know they weren't the right fit for the position or they are moving on in the process. The problem with this automation, though, is a lack of brand experience and personality. Automated email is also not as good keeping the candidates fully engaged in the process.

Chatbots have been affecting our world by advancing customer support to help users book a flight and now they're here to advance the world of recruiting. By using an active chatbots to communicate and engage with candidates, AI could solve the problems of the ATS black hole.

Chatbot guides candidates through the application process, take insights learned from resumes and ask candidates questions to assess their level of engagement and keep them informed about where they are in the process. A good AI will take the information learned from the chat and combine it with the scoring and ranking capabilities to present the recruiter with the best possible candidate for the position. This chat capability will also increase the brand experience for the candidate as likely they will tell their friends and family about their brand experience and will also post it on social media.

Combine all these functions together and you have a winning combination of matching, scoring and ranking and chat capabilities that will help ease the recruiter frustrations and build a bridge between the disconnect of employers and job seekers. Prior to the cognitive computing era, enterprise companies would manually review resumes or at best use keyword matching to prioritize internal and external candidate submissions. Using AI, to improve these tactics can lower time to hire for recruiters and engage candidates.

**Timesconsult**, a recruitment agencies which has been operating for more than a decade, is a leading search specialist for all level-positions in both private and public sectors. For more information, do visit [www.timesconsult.com](http://www.timesconsult.com)



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## Potential Candidates

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## CENTRAL REGION

### ACCOUNTING/FINANCE

#### **ASSISTANT MANAGER FINANCE (KLANG VALLEY) - MM0703**

Mid 30's, with a Bachelor of Finance, majoring in ACCA. Has more than 8 years of working experience from various types of industries. Experienced in finance end to end process, full set of accounts, taxation, GL, journal entries, audit, AR, financial & accounting reporting, fixed asset, forecasting, budgeting, etc. Familiar with statutory and regulatory requirements on all financial & accounting related matters. Familiar with the companies' act, FRS, BNM requirements and Malaysia reporting statutory.

Expected Salary: RM6,000

#### **ASSISTANT MANAGER FINANCE (KLANG VALLEY) - MM0704**

Late 30's, with a Bachelor of Finance, majoring in Accountancy. Has more than 10 years of working experience from various types of industries. Hands-on experience in handling financial reporting, management reporting, finance, taxation, GL, GST, audit, cash flow, finance & accounts end to end process, etc. Familiar with statutory and regulatory requirements on all financial & accounting related matters. Familiar with the company's act, FRS, BNM requirements and Malaysia reporting statutory. A member of MIA.

Expected Salary: RM7,500

#### **SENIOR ACCOUNTS EXECUTIVE (KUALA LUMPUR) – PH0701**

Bachelor Degree in Finance and Accounting. Early 30's with 7 years of working experience in accounting line. Able to do full set of accounts, taxation, audit, financial reporting and payroll. Has good communication skills, able to work long hour and willing to work overtime.

Expected Salary: RM4,500

#### **SENIOR ACCOUNTS EXECUTIVE (PETALING JAYA) – PH0702**

Master of Professional Accounting. Early 30's with total of 6 years' working experience in accounting field. Has been working in Australia for the past 5 years in accounting and audit firm. Able to perform full set of accounts, financial reporting, taxation and budgeting.

Expected Salary: RM5,000

#### **FINANCE MANAGER (KLANG VALLEY) - BC0702**

MBA, MIA & CPA holder. Late 30's with 10 years of finance & accounting experience, mainly in hotel industry as well as 5 years of external audit experience in the early employment. 3 years of experience in handling consolidation. Last position was reporting to General Manager, leading a team of 6 – Manager, Paymaster, Cashier, AR & AP Executive. Has an average communication skill.

Expected Salary: RM9,000

#### **FINANCE MANAGER (KLANG VALLEY) - BC0703**

ACCA holder. Aged 40 with 7 years of experience in handling group consolidation, mainly in oil & gas, banking, media and investment industry. Last position was reporting to Senior Finance Manager and leading a team of 1 Assistant Manager and 2 Senior Executives. Has a good communication skill.

Expected Salary: RM7,500

#### **SENIOR ACCOUNTS EXECUTIVE (SRI PETALING) – SC0701**

Degree in Accounting. Early 30's with more than 6 years of working experience in accounting field with exposure in IT industry. Specialised in accounts payable function handling invoices, payments, and continuously identify better practices to improve efficiencies. Besides, experienced in coaching interns and juniors to be familiarized with the system and daily operation. Experienced in using Oracle and SAP systems. Has a good communication skill.

Expected Salary: RM5,500

#### **ACCOUNTS & ADMIN EXECUTIVE (BANGSAR) – SC0702**

Diploma in Accounting. Mid 20's with more than 2 years of working experience in accounting field in handling full set of accounts including accounts payable, accounts receivable, bank reconciliation, general petty cash, GST submission and involving in payroll calculation. Familiar with SQL Accounting System. Has a good communication skill.

Expected Salary: RM3,000

#### **ACCOUNTS EXECUTIVE (SHAH ALAM) – SC0703**

Degree in Accountancy. Mid 20's with more than 2 years of working experience in accounting field. Responsible in preparing full set of accounts and GST submission, as well as assisting in preparation of budgets and forecast analysis. Familiar with eTEM Accounting Systems. Has a good communication skill.

Expected Salary: RM3,000

#### **SENIOR ACCOUNTS EXECUTIVE (PUCHONG) – YY0701**

Degree in Accountancy. Mid 30's with 11 years of working experience in finance, accounting and audit mainly for public listed company in ICT distribution industry. Responsible in preparing full set of accounts, financial statements, bank reconciliation, GST, tax submission, and others.

Expected Salary: RM6,500

#### **SENIOR ACCOUNTS EXECUTIVE (PUCHONG) – YY0702**

Partial ACCA and LCCI holder. Late 30's with more than 15 years of working experience in finance, accounting and audit. With exposure in cleaning service, mobile services, property development and other industries. Responsible in preparing full set of accounts, forex revaluation, analysis report, reconciliation, GST, tax matter, and others.

Expected Salary: RM6,500

**SENIOR ACCOUNTS EXECUTIVE (KLANG VALLEY) – TK0703**

Diploma in Accounting, currently taking ACCA part time course. Early 20's with 3 years of accounting experience, 2 years of experience in shared service center. With experience in accounts payable, accounts receivable and full set of accounts. Hands on experience on JDE Accounting System, UBS Accounting System and Oracle.

Expected Salary: RM4,500

**FINANCE ASSISTANT MANAGER (KLANG VALLEY) – TK0704**

Bachelor of Accounting. Mid 20's with 7 years of Finance & Accounting experience. 2.5 years of experience in coaching new team members. Currently looking after 4 Finance Executives in a Shared Service Center. Hands on experience in UBS Accounting System and Netsuit System.

Expected Salary: RM6,000

**SENIOR ACCOUNTS EXECUTIVE (KLANG VALLEY) – SL0701**

Diploma in LCCI. Mid 30's with total of 14 years working experience, with vast experience in full set accounting and partial finance reporting in various industries. Familiar with full set of accounts, monthly closing, cash flow statements P&L, balance sheet, banking matters, GST submissions, tax computation, etc. Proficient in Microsoft Office, SAP system, UBS system, Biztrak System and ACCPAC system.

Expected Salary: RM6,500

**FINANCE MANAGER – ACCOUNT RECEIVABLES (KLANG VALLEY) – SK0705**

Bachelor Honors Degree in Accounting & Finance. Mid 30's with close to 13 years of working experience within finance function, of which more than 7 years in Accounts Receivable. Currently titled Finance Manager (Accounts Receivable) in an International SSC. Hands on executing migration project for a portfolio of functions transferred from Europe to Malaysia (understand & review process, risk management, seat & resource planning & communications) while holding the Finance Manager position. Hands on AR processes - responsible for commercial services in the OTC area such as Accounts Receivable, Billing, Order Management, Cash Application & Cash Collections. Also, performed customer credit risk management. Having more than 10 years of regional exposures with solid AR background.

Expected Salary: RM13,000

**SENIOR FINANCE MANAGER (PETALING JAYA)– PM0701**

ACCA Holder. Late 30's with 14 years of experience in accounting and finance with 7 years in a managerial position. Responsible in monitoring overall group cash flow, reviewing monthly management accounts, planning budgets and forecasts, and other management and operation matters. Experienced in corporate and project finance. Liaising with financial institution for fund raising for working capital and new projects.

Expected Salary: RM15,000

**CREDIT CONTROL TEAM LEADER (SHAH ALAM) – YP0704**

Bachelor's Degree in Finance & Accountancy. Early 30's with close to 5 years of experience as a credit controller. Currently holding a team leader position with responsibilities of reviewing team members' accounts and assisting them with problematic accounts, optimizing cash flows, preparing monthly shortfall, collection and management report, etc.

Expected Salary: RM5,500

**CUSTOMER SERVICE**

**LICENSING COORDINATOR (KLANG VALLEY) – JY0704**

Degree in Business Administration. Mid 20's with 1 year plus of working experience in coordination job. With exposure in photographic and document management industry. Has experience in handling inbound and outbound calls, administration tasks, renewing license for machine, generating software license, handling emails, as well as assisting the team in licensing troubleshooting. Familiar in dealing with Australia and New Zealand customers.

Expected Salary: RM3,200

**CUSTOMER SERVICE (CYBERJAYA) – JY0705**

SPM. Early 30's with 3 years plus of working experience in call centre and telesales industries. Has experience in serving customers by providing product and service information, resolving product problems, expediting correction or adjustment, following up to ensure solution and responds promptly to customer inquiries. Familiar in telemarketing sales in healthcare industry.

Expected Salary: RM3,500

## ENGINEERING

### **EQUIPMENT ENGINEER (KLANG VALLEY) – BG0702**

Bachelor of Engineering in Mechanical and Manufacturing. Late 20's with more than 7 years of working experience in troubleshooting, repairing and maintaining equipment and control functions. Testing all equipment and control functions of new controls. Responsible for identify, research, prepare and present solutions to control problems and continuous improvement of projects. Familiar with using MS Word, Excel and Power Point. With knowledge in PLC.

Expected Salary: RM4,500

### **PROJECT – SERVICE ENGINEER (KLANG VALLEY) – BG0705**

Bachelor Degree in Electrical Electronic Engineering. Late 20's with more than 4 years of working experience. 2 years in service job at site including hands-on troubleshooting instrument and system. Involving in project coordination and schedule & project monitoring. Preparing project documentation and data sheet. Involved in troubleshooting and instruments diagnostics. Experienced in calibrating pressure transmitter, level transmitter, temperature transmitter and other instruments. With knowledge in PLC.

Expected Salary: RM5,500

### **PRODUCTION PLANNING AND PROCESS ENGINEER (SHAH ALAM) – NH0701**

Degree in Manufacturing Engineering. Early 30's with more than 7 years of total working experience in manufacturing industry. 3 years of exposure as production planning and 4 years of exposure in handling equipment engineering. Possesses good technical knowledge in machine maintenance to ensure optimum production operations. Familiar with SAP and ERP system for production planning purposes.

Expected Salary: RM4,600

### **SENIOR PROJECT ENGINEER (KLANG VALLEY) – NH0702**

Diploma in Mechanical Engineering. Mid 20's with more than 4 years of working experience in an engineering firm providing building services including design, engineering, construction and maintenance services. Experienced in coordinating and managing all project activities providing clear guidance and leadership to a team and ensuring all legislative requirements are fully met. Involved mainly in building mechanical related works and able to work closely with consultants and sub-contractors.

Expected Salary: RM4,500

### **GENERAL MANAGER (SHAH ALAM) – CL0701**

Bachelor's Degree in Electrical Engineering. Late 40's. Has a solid communication skill. Seasonal manufacturing operation production expert with close to 26 years of experiences predominantly in Automotive parts assembly. Strong exposure in plant operation management, TQM, Kaizen, Cost control / Cost saving, workforce management, supply chain cycle and senior stakeholder engagement. Experienced in overseeing 2 plants (Klang & Tanjong Malim) which is the size of 400 workforces. Was having close to 10 direct reports.

Expected Salary: RM20,000

### **PRODUCTION PROCESS EXECUTIVE (KLANG) – CH0701**

Bachelor's Degree in Engineering (Hons) Manufacturing. Early 30's with 7 years of experience as production executive. Responsible in production and material planning, machine maintenance, production wastage management, housekeeping and HSE. Responsible for machine maintenance and ensuring preventive maintenance is according to schedule.

Expected Salary: RM5,000

### **PRODUCTION EXECUTIVE (BATU CAVES) – CH0702**

Bachelor's Degree in Engineering (Hons) Chemical. Early 30's with close to 4 years of working experience as production executive in a manufacturing company. Responsible to foresee, plan and identify the potential downtime in production line, prepare SOP and work closely with product division on the production schedule.

Expected Salary: RM4,000

### **QA/QC MANAGER (PUCHONG) – CH0703**

Master's Degree in Project Management. Late 30's with 15 years of working experience in construction line. Responsible to run quality audit to the entire project site engaged by the company on monthly basis. Prepare Project Quality Plan to meet the requirements of ISO 9001 and the contract requirements. Assist Project Manager in executing the assigned projects according to specifications, drawings, work program and standards to comply client's requirements.

Expected Salary: RM12,000

### **QA/QC MANAGER (RAWANG) – CH0704**

Bachelor's Degree in Mechatronic/Electromechanical Engineering. Mid 30's with 15 years of working experience in which current 6 years as a QA/QC manager. Certified ISO14001 and 9001, and TS16949 Lead Internal Auditor. Experienced in manufacturing, process and QA/QC, dealing with OEM and export customers. Possessed PDCA, Kaizens, KPIs and management skill.

Expected Salary: RM7,000

### **ASSISTANT CONSTRUCTION MANAGER (PUCHONG) – CH0705**

Professional Degree in Civil Engineering. Mid 30's with 10 years plus experience in construction industry, specializing in project management firm and contractor firm. Maintain PQP system in project and to ensure the implementation of ISO system in the project, and involve in handling internal and external audit for ISO.

Expected Salary: RM9,500

**SALES & APPLICATION ENGINEER (KUALA LUMPUR) – PM0703**

Bachelor's Degree in Electrical & Electronic Engineering. Late 20's with 4 years plus of working experience, including 3 years in sales engineering. Experienced working in semiconductor field for more than 1 year as a Maintenance Technician before pursuing degree. Currently a Sales & Application Engineer involving in process instrumentation in pulp & paper and general industry.

Expected Salary: RM4,500

**SALES ENGINEER (KUALA LUMPUR) – PM0702**

Bachelor of Degree in Science & Technology. Early 30's with more than 8 years of working experience in engineering field, including 6 years in sales engineering. Experienced in selling microscopes and micrology equipments. Experienced in product demonstration, pre and after sales technical assistance, and developing relationships with clients.

Expected Salary: RM4,000

**ETC.**

**SOLUTION ARCHITECT (KLANG VALLEY) – BG0704**

Bachelor Degree in Computer Science & Information Technology. Late 20's with more than 3 years of working experience in IT industry. VSP Certified, VTSP Certified, Microsoft Specialist and Microsoft Certified Solution Associate. Responsible for preparing presentation, proposals and solution write up. Scoping, planning and designing of Microsoft Solutions based on customer requirements. Experienced in developing growth plan for existing accounts. Familiar with Microsoft products.

Expected Salary: RM7,000

**SENIOR QUALITY MANAGER (SHAH ALAM) – NH0704**

Diploma in Business Management and Accounting. Early 40's with more than 16 years of experience in automotive industry including 10 years' experience in managerial position managing quality issues. An MR representative and Lead Auditor for company and well verse in various quality management tools (ISO 14000, ISO/TS 16949 & EMS 14001). Currently managing around 100 staffs including 3 Managers, 13 Engineers/ Executives, etc.

Expected Salary: RM11,500

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

CIMA & MIA holder. Late 40's with over 20 years of hands-on and managerial experience in finance reporting, business analysis, program management, HR, Admin and IT fields. A pioneer staff with last designation as Business Controller, SEA, reporting to Regional Commercial Director, Asia Pacific. Available immediately.

Expected Salary: RM18,000

**MERCHANDISING SPECIALIST (KLANG VALLEY) - BC0704**

Degree in Marketing. Aged 30 with 6 years of merchandising and category management experience in FMCG industry. Current KPIs consist of budget management, on-time-in-full (OTIF), cost savings, display creativity, division market share and commercial projects. An individual contributor reporting to Senior Manager currently.

Expected Salary: RM7,200

**MERCHANDISING MANAGER (KLANG VALLEY) - BC0705**

CIM (Level 6). Mid 30's with 9 years of merchandising experience from consulting field to commercial field. A Merchandising Manager attach with a FMCG company and managing 3<sup>rd</sup> party merchandiser currently. Well versed in merchandising principles and planning skills.

Expected Salary: RM7,200

**GRAPHIC DESIGN CUM DIGITAL ARTIST (KLANG VALLEY) – IT0705**

Diploma in Interior Design. Mid 20's with more than 5 years of working experience which includes 3 years as a Graphic Designer and the remaining 3 years as an Interior Designer. Familiar with using Adobe Creative Suite- InDesign, Photoshop and Illustrator, as well as AUTOCAD.

Expected Salary: RM3,000

**TEAM LEADER, CUSTOMER MASTER DATA (KLANG VALLEY) – SL0702**

Bachelor Degree in Finance with Multimedia. Late 20's with a total of 6 years' working experience in back end processing role within a shared service environment, currently leading a team of 17. Experienced in supporting 104 countries mainly APAC region, OCEANIA, EMEA and several African countries. Exposed with team management, process improvements, management reporting, liaising with stakeholders and issues resolution.

Expected Salary: RM6,600

**TEAM LEADER, UNDERWRITING SUPPORT (KLANG VALLEY) – SL0703**

Bachelor Degree in Business IT with International Business. Mid 30's with a total of 6 years' working experience in the insurance industry. Exposed with underwriting support tasks for London and US counterparts. Familiar with management reporting (e.g. team productivity, daily volume received/tasks error reports, etc. Proficient in The Frame system, Microsoft Excel & STAR System.

Expected Salary: RM5,000

**REGIONAL HEAD OF RESEARCH (CHERAS) - ML0704**

Late 30's with a Master's Degree in Computer Networking. A senior manager specialized in consumer insights, strategy and consumer research, with 8 years in in-house consumer insights role and prior 5 years in as research analyst in consulting firm. Strong experience in researching consumer experience and interpreting meaningful insights for marketing, covering various consumer types, i.e. consumer electronics, home appliance and mobile/internet/telco, as well as market research for industries like semiconductor, ICT, pharmaceutical & other manufacturing lines. Currently heading the consumer lifestyle-focused research division for ASEAN & Oceania countries in an electronic manufacturing firm. Working collaboratively with other departments to design product features based on consumer intelligence. Experienced in methodologies including Voice of Customer (VoC), NPS, brand health, user segmentation analysis, CSAT, and other quantitative & qualitative approaches. Articulate in English communication skills.

Expected Salary: RM20,000

**CONSUMER INSIGHTS & STRATEGY MANAGER (PUCHONG) - ML0705**

Early 40's with a Degree in Economics, majoring in Applied Statistics. A statistician with recent 4 years as in-house senior manager in consumer insights, and prior 11 years' experience as research experts in consumer research agencies. Currently holding a regional SME role as a strategic advisory role to drive consumer insights in a global food manufacturer by working collaboratively with Marketing and Sales department and top management to drive sound business and marketing plans, covering ASEAN countries. Also acting as a lead in customer relation department to address and manage consumer-sensitive crisis. Has a decade of research consulting experience and has successfully managing major FMCG clients and managed multiple regional research projects. Hands-on in conducting NPS, CSAT, Kantar home panel, brand health tracking, behavioral studies, and other research methodologies. Communicates well. Open for minimal/average travelling.

Expected Salary: RM18,000

**TRAINER (KLANG) - CL0702**

Master's Degree in Business Administration. Mid 30's. Has a solid communication skill. More than 7 years of training, process development / improvement, project management experiences in global shared service environment. Solid exposure in training needs analysis, training development framework, evaluation, designing training programme, conducting APAC region orientation and training, mid -large scale process training. Was reporting to a Director based in Australia. Regular traveling to APAC countries.

Expected Salary: RM8,000

**PROCESS TRAINER (PUCHONG) - CL0703**

TEFL certified. Mid 30's. Total 20 years of professional working experience. With strong exposure in contact center and shared services. Latest 3 years as a process trainer – supported various countries such as Australia, New Zealand and currently Singapore. Key components of the job include process/knowledge transfer, project migration, training needs analysis and training new processes. Planning and preparing proper communications to all stakeholders and ensuring all impacted people are properly trained in their new roles.

Expected Salary: RM6,500

**REPORTING SPECIALIST (KLANG VALLEY) – SK0704**

Bachelor of Science in Accounting & Finance. Late 20's with close to 5 years of working experience in business analyst and reports writing, reporting on international companies' credit and financial risk ratings, Exposed to Anti Money Laundering Model development analysis. Proficient with Microsoft Excel, PowerPoint, currently generating reports for senior management and internal auditor usage. Able to articulate well and speaks confidently too.

Expected Salary: RM7,500

**HUMAN RESOURCES**

**SENIOR HR EXECUTIVE (KLANG VALLEY) – BY0701**

Bachelor Degree in Human Resource Management. Late 20's with 5 years of experience as a HR generalist. Current position reports directly to the company HR director/HR Manager, and guiding 2 junior HR executives. Experienced in managing recruitment process, compensation & benefits' proposal, drafting & developing company handbook, managing employee discipline and planning & executing company training/development program. Proficient in using Timsoft/YesPayroll system to manage payroll of 100 – 300 headcounts.

Expected Salary: RM5,000

**ASSISTANT HR MANGER (KLANG VALLEY) – BY0702**

Bachelor of Economics, major in International Trade and Finance. Late 20's, Australian HR Certification accredited candidate, with 4 years plus of full spectrum of HR experience. Current position reporting to company CCO & leading a junior HR executive. Experienced in manpower planning and development, HR strategy planning, performance management, compensation review, learning and development planning, payrolls, industrial relationship, develop and implement HR practices/policies, manage recruitment process, etc. Proficient in using X-Payroll system to manage 70-80 head counts' payroll.

Expected Salary: RM6,000



## INFORMATION TECHNOLOGY

### SOFTWARE DEVELOPER (KLANG VALLEY) – BG0703

Bachelor Degree in Computer Science. Late 20's with more than 4 years of working experience in IT industry. Obtained Microsoft Certified Professional Developer Certification in ASP.NET Developer 3.5. Experienced in enhancing the new interface and improve users' experience. Deploying new features on test and production server. Experienced in using VB.NET, ASP.NET, HTML, CSS, JQuery, Stored Procedure, and JSON & AJAX. Familiar with Microsoft SQL Server. Basic knowledge in C# programming language and Oracle database.

Expected Salary: RM4,200

### SENIOR TECHNICAL SUPPORT ENGINEER (KUALA LUMPUR) – PH0703

Advanced Diploma in Computer Engineering. Late 30's with 14 years of working experience in IT industry. Very familiar in Java Programming, Networking, AS 400. Basic user in Oracle and MySQL. Skilled in performing in-house MIS support and technical support.

Expected Salary: RM5,000

### SENIOR WEB DESIGNER (PETALING JAYA) – PH0704

Bachelor Degree in Computer Science, early 30's with 8 years of working experience as a Web & Graphic Designer from various industries. Good in HTML / HTML5, JavaScript, Mobile Website Development, Adobe Photoshop, Illustrator, Flash and Google Analytics.

Expected Salary: RM6,000

### PROJECT MANAGER (PETALING JAYA) – PH0705

Advanced Diploma in Computer Science with PMP certified. Mid 30's with a total of 10 years working experience with recent 5 years exposure in project management based at vendor site. Specialized in insurance, retailing and banking project. Skilled in programming such as AS400 and Java.

Expected Salary: RM12,000

### EDI ANALYST (PETALING JAYA) – MC0701

Degree in Information System Engineering. Late 20's with more than 8 years of working experience in IT industry. Experienced in managing EDI project including doing mapping with various format such as X12, ANSI, EDIFACT, manage on network communication between two companies and the translator program. Knowledgeable in EDI standard, CRM, SFM Basic SAP. Has a good communication skill.

Expected Salary: RM6,500

### SAP SPECIALIST (KLANG VALLEY) – MC0702

Degree in Software Engineering. Mid 20's with more than 4 years of working experience in IT industry. Reports directly to the Supervisor (Project Manager) and worked with 2 SAP SD project in Oil & Gas industry Experienced in SAP ABAP for 3 years in Oil & Gas Industry and completed 3 SAP Project life cycles (1 PM Module & 2 SD Module). Knowledgeable in SAPScript, Smartforms, Interactive ABAP, LSMW and IDOCs. Has a good communication skill.

Expected Salary: RM5,800

### IT SPECIALIST INFRASTRUCTURE SERVER (KLANG VALLEY) – MC0703

Diploma in Information Technologies. Mid 30's with more than 11 years of working experience in IT Services and Support sector providing technical solution in System, Infrastructure, Application and Network support for IT MNC. Hands on working experience in monitoring window servers, corresponding infrastructure and associated applications and in taking corrective action to restore service. Knowledgeable in HP3PAR Storage, HP Blade Server, VMWare V6, HPE Backup Data Protector V9, Win Server 2012, etc. Has a good communication skill.

Expected Salary: RM5,800

### IT INFRASTRUCTURE SERVER (KLANG VALLEY) – MC0704

Bachelor Degree in Information Technology. Mid 20's with more than 3 years of working experience in Network Engineer from IT Technical Consulting. Hands on experience in delivering projects (Router, Switch, Core and Switch). Familiar in server hardware (HPE/Cisco UCS), backup devices and software, Windows Server, Vmware, vSphere, etc.

Expected Salary: RM5,000

### IT INFRASTRUCTURE SERVER (KLANG VALLEY) – MC0705

Bachelor Degree in Information and Communication Technology. Early 30's with more than 6 years' diverse expertise in expediting the installation and troubleshooting of a wide range of telecommunication network covering VLAN, LAN, WAN and wireless network. Skilled in analyzing business process and requirements towards providing cost effective recommendations coupled with sound problem solving acumen. Good understanding in Enterprise Storage Systems (NetApp MetroCluster or HPE 3PAR), SAN switching and vSphere Knowledge of ITIL incident and change management.

Expected Salary: RM6,200

### SERVICE DESK SUPERVISOR (KLANG VALLEY) – JY0701

SPM. Early 30's with 4.5 years of working experience in contact centre, customer service and team leading. Responsible in leading a team of 15-20 agents, managing staffs' productivity, training and process. Currently monitoring agents' participation to ensure training given is put into use, managing day-to-day operations, ensuring clear communications with team members as well as reporting to Assistant Manager on daily performance.

Expected Salary: RM3,300

**HEAD OF PMO, ASSOCIATE DIRECTOR (CHERAS) - ML0701**

Early 40s, certified with PMP (year 2009), Prince2 (year 2014) and Professional Scrum Master (year 2015). Degree holder in Computer Science with around 11.5 years of IT applications experience in insurance industry, with more than 9 years in project management and 2 years in operations. Recently as the Head of PMO in for 2 years, involved in regional IT programs and projects, with cost estimating above 5 million USD. Possess good English communication skills, regional stakeholder and vendor management.

Expected Salary: RM18,000

**PROJECT MANAGER (CHERAS) - ML0702**

Late 30's with a Degree in Computer Science and PMP certified. A Project Manager in banking shared services industry with 8 years of IT systems/applications project management experience across IT vendors and shared services (FI & telco). Experienced in regional system enhancement projects, with value exceeding 1 million USD. Experienced in managing multiple project teams, and was leading a team of 65 (Design, Development & QA Teams) previously in telco line. Experienced in dealing with local & overseas stakeholders.

Expected Salary: RM18,000

**CONSULTING MANAGER - PROJECT (KLANG) - ML0703**

Early 40's with a First-Class Degree in Computer Science and PMP certified for 10 years. 17 years of working experience having worked on numerous IT projects, ranging from small projects to global projects in various industries and different nature. Having 6.5 years in management consulting line and has managed projects & programs with clients from shared services and telco. Currently managing projects with value exceeding 2 million USD, in implementing and deploying B2C & Pin Payment systems to around 900 stations. Experienced in leading multiple project teams and program vendors. Possess good communication skills and experienced regional stakeholder management.

Expected Salary: RM18,500

**TECHNICAL LEAD (KLANG VALLEY) – CL0704**

Bachelor's Degree in Computing. Late 30's. Total 17 years of Java application development and delivery exposure of various environments of both vendors based and In-house. Was leading the Java Technical team of 6 members by providing technical design, construction and delivery of Service Maintenance Releases and Projects. Practicing agile development methodology, SCRUM. Exposure in web based front end system development / E-commerce system.

Expected Salary: RM18,000

**TECHNICAL DEPUTY MANAGER (KLANG VALLEY) – CL0705**

Bachelor's Degree in Computing. Mid 30's. More than 12 years of IT professional experiences. Solid Java Skills. From a development background and has since take on responsibilities as business analyst & project manager in various industries – insurance, banking and software house. Current responsibilities included connecting business with IT tech, solution architecting, system enhancement, process improvement and stakeholder management. Involved in various system enhancement projects – legacy system upgrading.

Expected Salary: RM12,000

**ERP SUPPORT SPECIALIST (KLANG VALLEY) – SK0703**

Diploma in Information Technology. Mid 20's with close to 5 years of working experience, of which latest 3.5 years as Application support helpdesk under IT consulting firm. Hands on experience in application support, as user admin, access granting, change request and other issues from the system. Support Oracle – PeopleSoft, Salesforce ERP via calls / emails from European countries. Escalating support requests to Level 2 should it necessary. With some SAP exposures too.

Expected Salary: RM5,500

**PUBLIC RELATION/COMMUNICATIONS**

**SENIOR EXECUTIVE, STRATEGIC COMMUNICATION & BRANDING (KLANG VALLEY) – SL0704**

Bachelor Degree in Mass Communications. Mid 30's with a total of 6 years working experience in PR/Communication and Branding role. Exposed to management of copywriting (email blast, press releases, speeches, media statements, and website contents), media relations, liaison with stakeholders, crisis management, social media, etc. Forte in promoting awareness and action and sustainable development.

Expected Salary: RM6,000

**SALES/MARKETING**

**ASSISTANT MANAGER TRADE MARKETING (KLANG VALLEY) - MM0702**

Bachelor of Business Administration, majoring in Marketing. Mid 20's with 3 years of total working experience. Good exposure from Beverages & FMCG Industries. Hands-on in sales, key account management, people management, customer relationship, planning & budgeting, fund trade, etc. Experienced in dealing with the finance & logistic team as well. Exposure in handling the Tesco, Aeon and Aeon Big. Familiar with modern & traditional trade.

Expected Salary: RM6,500

**SALES MANAGER (KLANG VALLEY) - MM0705**

Bachelor of Marketing. Early 40's with vast of experience more than 9 years mostly from FMCG, Food and Beverages industries. Experienced in sales & marketing activities, sales management, account management, trade marketing, area sales and national sales as well. Hands- on experience in managing & develop a sales team consist of more than 10 people. Good networking with Modern & Traditional Trades.

Expected Salary: RM12,500

**SENIOR MARKETING EXECUTIVE / BRAND MANAGER (KLANG VALLEY) – FK0703**

Degree in Business & Management. Late 30's with 5.5 years of working experience of which 4 years in FMCG industry. Candidate worked as a Senior Marketing Executive with a Local/Japan Joint-Venture Principal, responsible for planning, strategizing and implement all media and advertising activities for all the company's range of products / brands. On the other hand, as the Brand Manager for the brand in-charged, candidate was responsible for the entire branding and marketing activities for that particular brand. Familiar to deal with beauty editors/distributors. Keen to learn attitude, willing to work extra mile.

Expected Salary: RM5,500

**MARKETING LEADER / BRAND MANAGER (KLANG VALLEY) – FK0704**

Degree in Business studies. Late 40's with 12.5 years of working experience in cosmetic industries of which more than 5 years in managerial role. Candidate worked as the Group Leader for a luxury imported cosmetic brand. Worked closely with Key Account Manager to lead, manage and develop more than 10 outlets of counter business for all major retailers. Was responsible for the marketing plan, execution, event management, retail display, beauty consultant training/coaching, etc. Candidate's responsibility was including of achieving the target/KPI set by company as well. Familiar to deal with beauty editors. Constant sales/performance achiever. In-depth knowledge in beauty/cosmetic product and industries.

Expected Salary: RM7,800

**BRAND MANAGER / FMCG SALES MANAGER (KLANG VALLEY) – FK0705**

Degree of Art in Fashion. Late 40's with 12 years of working experience in Fashion/Apparel line, of which 8 years in managerial role. Works as the Brand Manager for men's wear brand, in-charges for the whole Malaysia outlets' operation by managing a team of Assistant Supervisors. Key role is responsible for setting and executing the brand's strategy, structure, budgets, people, price and products for performance results while maintaining brand integrity. Responsible to dealing with Principal, planning & execution of Marketing/Events/ Promotions, to achieve Sales Target/KPI set, deal with Departmental Stores, outlet management, administration, etc. Good in brand management and leadership skills.

Expected Salary: RM8,000

**SENIOR MARKETING EXECUTIVE (PETALING JAYA) – SC0704**

Diploma in Advertising. Late 20's with more than 7 years of working experience in marketing field, including graphic designing and content management. Currently a Senior Marketing Executive in the education line, that responsible in planning and implementing marketing campaigns, as well as managing marketing activities such as roadshows, exhibitions, branding, advertising and student enrolment.

Expected Salary: RM4,000

**MARKETING COMMUNICATION EXECUTIVE (PETALING JAYA) – SC0705**

Degree in Advertising. Early 30's with more than 5 years of working experience in Advertising Agency & Retail Marketing. Specialised in marketing communication, customer relations management, event management, media planning and marketing strategy planning. Currently in fashion retail industry, handling international brand and provide marketing support to whole Malaysia. Has a good communication skill.

Expected Salary: RM4,500

**ASSISTANT PRODUCT MANAGER (KLANG VALLEY) – YY0703**

MBA and Bachelor of Science. Early 30's with 8 years of product management experience in pharmaceutical and medical healthcare industry. Experienced in dealing with private hospitals, government hospitals and general practitioners. Products handled include oncology, respiratory, Men's health, diabetes, anaesthesia, surgical, and anti-infective products.

Expected Salary: RM6,500

**ASSISTANT PRODUCT MANAGER (KLANG VALLEY) – YY0704**

Degree in IT. Late 30's with 10 years of product management experience in consumer pharmaceutical and FMCG industry. Experienced in managing over-the-counter products for adults and children. Able to manage offline and online marketing activities including product talks, CPE, SEO, Facebook, etc.

Expected Salary: RM7,500

**ASSISTANT MANAGER, MERCHANT SALES (KLANG VALLEY) – YY0705**

Degree in Psychology and Communication. Late 20's with 3 years of sales experience in payment industry. Experienced in dealing with SME and corporate clients such as Legoland, Harvey Norman, Laneige, etc. Responsible to provide payment gateway solutions to customers.

Expected Salary: RM5,700

**BUSINESS DEVELOPMENT MANAGER (KLANG VALLEY) – TK0701**

Bachelor of Computer Science Majoring in Multimedia. Mid 30's with more than 3 years of experience in business development role for IT products. Main products will be IT Security products, does cross sell Server & Storage products from time to time. Clients include government linked companies, private sectors and end users. Sales oriented person with good communication skills.

Expected Salary: RM5,700

**SENIOR BANKING EXECUTIVE (KLANG VALLEY) – TK0702**

Bachelor of Accounting. Mid 20's with 2.5 years of sales experience in banking products. Main product will be hire purchase loan, involves in cross selling other banking products such as Life Insurance, Credit Card, Personal Loan and Mortgage Loan. Available immediately.

Expected Salary: RM3,800

**SALES SUPPORT EXECUTIVE (KLANG VALLEY) – TK0705**

Bachelor (Hons) International Tourism and Hospitality Management. Late 20's with 5 years of billing experience in Shared Service Center and banks. Has experience for billing activities for Belgium and Portugal. Possessed skills in Lotus Note, BlackScreen, AS400, CRUs and Voice Logger.

Expected Salary: RM4,300

**TELESALES TEAM LEAD (KLANG VALLEY) – SK0701**

SPM. Mid 30's with more than 15 years of working experiences, of which latest 8 years in telesales / inside sales industry. Being a Telesales Team Lead since 2009. Lead 3 teams concurrently (for telco postpaid, broadband, and mobile internet) with a total of 42 agents previously. Hands on experience in providing coaching and training, utilizing RFT form, listening to agents' calls and providing one-to-one coaching / appraisal. Exposed to deal with clients as well for target and sales pipeline discussion.

Expected Salary: RM5,000

**TELESALES TEAM LEAD (KLANG VALLEY) – SK0702**

Bachelor Science in BioIndustry. Mid 30's with 13 years of telesales experience with a BPO. Began as customer service and promoted to Team Lead in 2006. Currently titled Senior Team Lead, leading a team of around 10 telesales representatives (including 1 team lead) for telco project. Lead a team of 15 back in the time for the Insurance telesales projects. Key achievements including being recognized as Top 1 TL among 12 competing team leads during the time while leading the insurance project.

Expected Salary: RM5,500

**CORPORATE MANAGER (KLANG VALLEY) – PM0704**

Bachelor of degree in Biomedicine Technology. Late 30's with 16 years of sales & marketing, and product development experience in pharmaceutical/healthcare industry. Solid marketing experience in generic medicine and biological products. Experience in developing marketing strategies for Ethical and OTC product range. At least 7 years of people management experience with good communication skills.

Expected Salary: RM13,000

**SENIOR ANALYST (KUALA LUMPUR) – PM0705**

Bachelor's Degree in Economics. Late 20's with 3 years of working experience as a Senior Business Analyst with an airline company. Responsible in developing research and analysis on pricing, promotions, route preference, holidays, sporting events. Delivering findings to assist in key commercial decision making, and offering recommendations to improve performance. Heavy user of Excel, Macros and Aviation Software. Has a good communication skill.

Expected Salary: RM9,500

**SALES ENGINEER (KUALA LUMPUR)– BY0703**

Bachelor of Engineering (Hons) Mechanical. Mid 20's with 2 years plus of experience as a sales engineer for system integrator products. Experienced in sales hunting, generate constant sales revenue through cliental from industry such as: industrial & manufacturing. A sales driven candidate with proven good sales track record, constantly achieved pre-set sales target.

Expected Salary: RM4,300

**ACCOUNT MANAGER (KUALA LUMPUR)– BY0704**

BSC (Hons) Quantity Surveying. Late 20's with 5.5 years of ICT sales experience for products such as: RapidCloud solution, Alcatel Lucent Hardware & software - enterprise grade pabx system (analog /ip), Avaya Hardware and software - enterprise grade pabx system (analog / ip), Genesys Software - enterprise grade contact centre solution (usually works with any major brand hardwares, servers, switches, etc. Experienced in handling Corporate Clients and Channel Partners. With proven good sales track records. Average sales revenue is RM300, 000.00 for each client, annual sales revenue for the past 3 years is about RM800, 000.00 per year. Currently reporting to general manager & overseeing 2-3 junior executives occasionally.

Expected Salary: RM6,000

**PRODUCT MANAGER (KUALA LUMPUR)– BY0705**

Diploma in Computer Science & Information Technology. Late 20's with 3.5 years of product development experience for printing solution's hardware & software products, managing averagely 10 – 20 projects per year. Experienced in product development (software and hardware), training sales personnel and Business Solutions Consultant in moving towards the concept selling. Skilled in providing sales team on sales and marketing support activities. Hands-on in performing market research analysis and identify opportunities for effective Business Concept and development.

Expected Salary: RM3,600

**SALES COORDINATOR (KLANG VALLEY) – YP0703**

SPM. Early 30's with over 10 years of working experience which mainly involved in coordinating sales team and customer servicing. Currently attach with a manufacturing company with responsibilities in responding to sales queries, handling processing for all orders, liaising with customers in regards to after-sales support and complaints, etc.

Expected Salary: RM3,700

**SECTION MANAGER - MARKETING (PUCHONG) – YP0705**

Advanced Diploma in Ecommerce and Marketing. Early 30's with more than 8 years of experience in the marketing field. Experienced in developing marketing strategy, conducting marketing research, organizing public relation events, etc. With exposure in SAP & OP system.

Expected Salary: RM5,000

## SECRETARIAL/PERSONAL ASSISTANT

### **PERSONAL ASSISTANT (KLANG VALLEY) - MM0701**

Bachelor of Mass Communication, majoring in Public Relations. Early 30's with more than 5 years of total working experience. Hands-on experience in handling end to end process of secretarial duties, taking minutes meeting, business correspondence, paper works, assisting in preparing reports and administration tasks as well.

Expected Salary: RM5,000

## SUPPLY CHAIN

### **WAREHOUSE EXECUTIVE (KLANG VALLEY) - IT0701**

Diploma in Mechanical Engineering. Mid 30's with more than 16 years of total working experience which includes 5 years as a Warehouse Executive. Experiences include receiving, storage, ordering and returning of materials. Have experience using ERP and Q&E software.

Expected Salary: RM4,500

### **WAREHOUSE EXECUTIVE (KLANG VALLEY) - IT0702**

SPM. Late 30's with more than 20 years of total working experience, which includes 5 years of experience as a Warehouse Executive and another 4 years as a Warehouse Supervisor. With his vast experience of working from the ground up, candidate has experience in every stage in warehouse operation. Have experience in using WMS, SAP, MRP and UPS software.

Expected Salary: RM4,500

### **LOGISTIC & WAREHOUSE SPECIALIST (KLANG VALLEY) - IT0703**

Diploma in Hotel & Tourism Management. Mid 30's with more than 13 years of total working experience inclusive of 7 years experience as a Logistic & Warehouse Specialist in a Global MNC company and another year as a Material Coordinator. Experience include managing daily warehouse operation (inbound, outbound, inventory), resolving abnormal issues arises as well as raising DO, PO. Have experience using WMS, Supply chain management software.

Expected Salary: RM4,000

### **PROCUREMENT SUPPORT OPERATIONS, ASSOCIATE (CYBERJAYA) – JY0702**

Degree in International Business Management. Mid 20's with 1.5 years of working experience in procurement. Responsible to ensure delivery achieve customer production. Handle PO management, shipment arrangement, risk management and EOL management or inventory control. Monitor and communicate with partners on delivery of goods to prevent customer production down times.

Expected Salary: RM3,200

### **SHIPPING EXECUTIVE (KLANG VALLEY) – YP0701**

Bachelor's Degree in Engineering (Electrical/Electronic). Mid 30's with 6.5 years of experience holding a shipping executive role with responsibilities in drafting Bills of Lading (BL) and shipping agent certificates, drafting and compiling export documents as per shipping instructions/letter of credit, forwarding shipment tenders to brokers, updating all trade information in SAP system, etc.

Expected Salary: RM4,600

## NORTHERN REGION

### SENIOR PURCHASING & PLANNING OFFICER (PENANG ISLAND/PRAI) – KH0701

Master degree in Business Management. Mid 40's with more than 20 years of working experience. Lead commercial activities of a new project, new sourcing request and improvement projects. This includes quotations and cost comparison, piece part and tooling cost negotiation. Assist business unit in the quoting process with commodity expertise to obtain and maintain better than industry revenue growth through competitive costs. Ensure the company's purchases are in accordance with quality standard, cost effective and time frame to support the business. Determine cost reduction initiatives/strategies and report to management throughout the company, support the business in achieving materials related cost reductions. Consolidate and update the department monthly performance indicators (internal KPI) such as cost savings, value engineering programs & etc.

Expected Salary: RM9,000

### PURCHASING MANAGER (PRAI) – KH0702

Diploma in Hospitality. Late 30's with more than 15 years of working experience. To training and supervising purchasing team. To prepare purchasing reports to Managing Director. To reduce materials cost through cost down project and localization. Forecasting price trend and impact on future activities of raw materials. Forecasting stock levels of raw materials demands to meet the production yield. Execute, monitor and planning overall purchasing of the company such as: raw materials, machineries, packaging materials and others indirect materials. Purchase chemical products from local & overseas for production usage. Ability to evaluate and audit potential oversea suppliers in terms of supply consistency, products quality and reliability. Conduct negotiations with suppliers to meet the best package in terms of qualities, prices terms, deliveries and services that beneficially to company. Sourcing, develop and evaluation of new products from local & overseas. Assist production dept. for the new production line setup. Liaise with custom officer of LMW application, monthly and annual report.

Expected Salary: RM9,000

### SENIOR EHS ENGINEER (PRAI) – KH0703

Degree in Chemistry. Mid 30's with more than 11 years of working experience. Organize and lead EHS team towards EHS excellent. Ensure all compliance with local regulation DOE, DOSH, FMA, AELB. Perform daily safety walkabout to ensure safety at workplace. Promote safety at work by organizing safety and health committee. Plan and develop a training need analysis and for safety and health and ERT team. Organizing training fire drills, first aid, evacuation drill, chemical drills to employee in company and hostel. Lead ISO 14001 and 18001 audit and internal audit. Becoming MR for 3rd party audit by customer/EICC/SR audits. Maintain and work with Radiation Consultant. Ensure all EHS KPI are plan, drive and meet expectation. Analyse accident, incident and near miss statistic to achieve zero incident goal. Become an expert in RoHS and coordinate all RoHS requirement in plant. Liaise with DOSH, BOMBA, DOE to ensure report and permits are renewed on time. Monitor air, water and schedule waste management to adhere DOE requirements. Environmental monitoring program to save environment and resources.

Expected Salary: RM7,000

### EHS MANAGER (PRAI) – KH0704

Degree in Chemistry. Mid 30's with more than 10 years of working experience. Responsibilities as stipulated in Section 29 (3) of OSHA Reg 1994 and Reg 18 /19 of OSHA (Safety and Health Officer) Regulations 1997. Experience in handling, storage and packaging of Scheduled Waste (CepSWaM) competent person. Knowledge in handling facilities such as Waste water treatment plant, scrubber system and beg filter. Well versed with DOE, DOSH and BOMBA regulations. Handling any audits and have knowledge in OHSAS 18001, ISO 9001 and ISO 14001 standard requirements. Have experience in any accident / incident reporting. Conducting internal training on any EHS related matters. Have knowledge in chemicals and SDS (Bachelor Degree holder in Analytical Chemistry). Acting as the Management Representatives of ISO and OHSAS system. Have experience in conducting OHSAS internal audits and acting as internal auditors.

Expected Salary: RM13,000

### CUSTOMER SERVICE (PENANG ISLAND / PRAI) – KH0705

Diploma in Logistic. Early 30's with more than 13 years of working experience. Supports all customer order management related requirements (order entry till billing). Manages incoming and outgoing inventory, stock card. Prepares Sales Order Acknowledgement (SOA) with commits and sending to customer upon receiving a Purchase Order. Working closely with supplier and customer to ensure responsiveness in processing order on a timely manner. Prepares shipment forecast on a weekly basis to both supplier and customer. Prepares shipping documents, namely Invoice, Packing List, Sales Contract Purchase Orders, and Advance Shipping Notifications. Dealing with forwarder for shipment arrangements and ensures on time delivery to customers. Ensures customer's satisfaction is achieved at the same time to bringing complaints and escalations down to Zero. Monitoring of RMA and arrange with supplier for credit notes and replacements parts. Prepares quotation and sending out on a timely manner. Monitoring client's push in and pull out orders and meeting commitment dates on a weekly basis.

Expected Salary: RM6,000

### CUSTOMER SERVICE (PRAI) – KH0706

Diploma in Business Management. Late 30's with more than 14 years of working experience. Provide sales support to customers from an office location. Assist/ support efforts of Sales Engineer/ Specialist/ Manager to achieve company sales objectives relating to both revenue and profitability. Process customer POs - new POs, reschedules, forecast commit and feedback to customer. Manage customer stocking programs to position sufficient inventory to support customer schedules and at the same time control inventory to an optimum level. Liaise with warehouse personnel to arrange shipment. Liaise with import planner and entity to expedite pull in short lead time order to meet customers need. Co-ordinate with GCQ team on customer returns and rework and process the necessary documentation such as RMA and Credit/Debit notes. Manage POs and customer's profile accurately including price changes, new item master set up, new customer EDI set up. Maximize monthly billings to meet sales target through meeting the delivery commitments and the Customers request dates. Liaise with account department on overdue payment or pricing issue. Coordinate with sales person on sample delivery. Involve in the implementation of customer related program initiatives.

Expected Salary: RM4,300

**SUPPLY CHAIN MANAGER (PRAI) – KH0707**

Diploma in Business Management. Mid 30's with more than 15 years of working experience. Manage Sourcing, Request for Quotation and Supplier Selection Process. Identify and conduct cost savings opportunities with various stakeholders (engineering, project & process applications). Negotiate with supplier commercial term & condition. Ensure on-time delivery of equipment & service through efficient expediting process. Oversee & manage daily operation of store. Minimize slow moving and non-moving inventory. Quarterly review the stock movement and report to management. Compile quarterly summary for inventory surplus & shortages. Coordinate entire logistic operations including handling of import customs clearance & resolve custom issue related to duty & tax. Verify shipment cost and ensure correctness of cost received from forwarding agent.

Expected Salary: RM7,000

**COMMODITY SENIOR BUYER (WW) (PENANG ISLAND/PRAI) – KH0708**

Degree in Business Management. Early 40's with more than 20 years of working experience. Constantly evaluating suppliers to ensure the best terms in pricing, quality of products, delivery timelines are met and the best possible credit terms is obtained. Negotiation with Contract Manufacturer (CM) and supplier on cost down roadmap requirement base on company sale forecast. Ownership for all CM/ supplier's Blanket Order Purchase (BPA) for monthly price change requirement and negotiation. Utilizing ERP and other input from manufacturing planning, determine what items need to order and quantity, and generate PO with approved suppliers to meet manufacturing requirement. Responsible for managing inventory levels of assigned materials to meet company process and to make sure consignment or turnkey materials do not have any discrepancy timely. Conducting yearly inventory audit with the CM located in China & Taiwan to make sure all consignment materials do not have any discrepancy. Coordinated Quarterly Business Review (QBR) session with internal and external team to make sure there is improvement plan & target expectation is met. For any new project, candidate need to work with organizer to ensure optimal supplier selection decisions are made to support new materials requirement then will come out with project plan to make sure material logistic and estimate delivery arrangement are able to fulfil the requirement. Work with forwarder or carrier service company to make sure term of delivery and RFQ for those materials purchase from import and export requirement.

Expected Salary: RM8,000

**M&E CO-ORDINATOR (PENANG/PRAI) – BG0701**

SPM holder. Early 30's with more than 13 years of working experience. Responsible for M&E project requirement, technical specification and drawings. Liaising with construction team and sub-contractor, attending site meeting, supervising and coordinating all M&E works carried out at site, etc. Besides, candidate also carries out M&E schedule, material requisition and project supervision. Also involves in preparing progress report, project handover report, planning report, etc. Knowledgeable in using MS Project. Basic knowledge in using AutoCAD.

Expected Salary: RM4,500

**SALES EXECUTIVE (PENANG ISLAND) – FK0701**

Degree in International Business Management, major in Logistics. Mid 20's with half year of working experience in buyer role in manufacturing environment. Obtained basic knowledge in logistics operation functions. Keen to develop next career in logistics sales or any other sales position.

Expected Salary: RM2,800

**SENIOR HR EXECUTIVE (PENANG ISLAND/PRAI) – FK0702**

Degree in Computer Science. Early 30's with 10 years of working experience in General HR functions with manufacturing environment. Experienced in handling C&B, payroll, recruitment, HR systems, HR reports, etc. Candidate is currently supporting on basic TNA as well. Familiar with Malaysian Labour Law and Employment Act.

Expected Salary: RM4,800

**ASSISTANT MANAGER, CUSTOMER SERVICE (PENANG) – SL0705**

Bachelor Degree in Mathematics. Early 30's with a total of 8 years' working experience in customer service role in the insurance industry. Familiar with customer servicing and back-end supporting/processing job tasks. Currently managing a team of 3 – 8 members. Experienced in team management, handling complaints, team performance monitoring, trainings & coaching, SLA & process improvement initiatives, as well as the daily, weekly and monthly management reports.

Expected Salary: RM6,500

## 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

### **SENIOR PROJECT MANAGEMENT ENGINEER (MALACCA) – NH0703**

Degree in Electronics Engineering. Early 30's with more than 7 years of working experience in project management from semiconductor manufacturing industry. Experienced in handling various projects including technical and management projects. Able to manage and control project constraints by ensuring project plans are implemented on schedule, within budget and within scope.

Expected Salary: RM8,000

### **PRODUCTION SUPERVISOR (JOHOR BAHRU) – NH0705**

Diploma in Civil Engineering. Late 20's with more than 6 years of working experience as a production supervisor from precast concrete manufacturing company. Able to read precast component drawing and familiar with ERP system. Currently overseeing around 20- 30 staffs under his production team.

Expected Salary: RM4,000

### **SALES EXECUTIVE (SARAWAK) – IT0704**

Diploma in Hotel Management. Late 20's with more than 5 years of total working experience, 3 years as a Sales Executive and 5 years as a part time promoter. Experienced in outdoor sales with both existing clients and new clients. Determined and thorough person with good communication skill.

Expected Salary: RM3,000

### **OUTDOOR SALES CONSULTANT (JOHOR BAHRU) – JY0703**

Degree in Business Management. Late 20's with 4 years of working experience in medical sales. Able to achieve sales target which is more than RM 20,000 per month. Able to market, convince and sell the products and services to clients from various industries. Develop plans with marketing teams to cover and achieve organizational goals and targets.

Expected Salary: RM3,500

### **SHIPPING OFFICER (NEGERI SEMBILAN) – YP0702**

Diploma in Hospitality. Late 20's with more than 6 years of experience as a shipping officer. With exposure in monitoring daily shipment and ensuring no delays, updating shipment costing report, planning on shipping schedule, handling export documentation and preparing necessary shipping documentations, etc.

Expected Salary: RM3,500