

# timesletter

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**FLEXIBILITY  
CAN TIP THE  
SCALE FOR JOB  
CANDIDATES.**



## Flexibility can tip the scale for job candidates.

When two-thirds of candidates believe they don't need to be sitting at a desk to get their work done, it's clear that workplace flexibility has become a top priority for today's jobseekers. In fact, nearly one third of global candidates report that schedule flexibility is one of the top three factors they consider when making career decisions.

In understanding candidate preferences for flexibility, companies should take immediate steps and the long term actions that companies can take to better meet their prospective employees preferences around flexibility.

Flexible arrival and departure times and full time work from home/ location independence are generally the most desired types of flexible workplace policies. A quarter of global candidates say flexible arrival and departure times are most important, followed closely by the ability to work from home or any other place they choose.

A study had reveals that the rise in the importance of schedule flexibility is driven by a wide range of local factors. These include the presence of multinational companies or unions in that location, the influence of technology firms in the marketplace; workforce composition; such as proportion of millennials; and congestion, infrastructure or public transportation that can impact commuting times.

"Workplace flexibility doesn't just mean working remotely. It includes all types of working arrangements, from when to take breaks, working from home or caregiving leave. While no employer can accommodate every option, they can provide a range that appeal to a variety of candidates.

Its clear that candidates across the globe seek a way to achieve 'one life,' which means integrating work and home life. Organizations need to be ready to drop old work models that emphasize presenteeism over performance. It's time to shift the needle – employers who meet candidate expectations around schedule flexibility have the advantage in recruiting and retaining the best talent.

Knowing how schedule flexibility is a priority for today's job seekers, recruitment agencies shares key practical recommendations for employers in a world of flexible workplaces.



### **Take baby steps.**

A company does not have to force the transition from traditional to virtual workplace overnight. Shift to 10am – 7pm schedule or designate a number of remote working flex days to combat long commute times.

**Normalize existing flexibility policies.** Neutralize flexibility stigma by changing company culture to make working outside the office acceptable. It starts from the top-leaders need to be transparent and lead by example.

**Align incentives with outcomes.** Replacing face time requirements with logged hours on a virtual private network (VPN) can be perceived by employees as inauthentic. Instead, set goals and deadlines – if employees meet them, managers can worry less about clocking in and out.

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

#### **SENIOR ACCOUNTS EXECUTIVE (KUALA LUMPUR) – BY0801**

Diploma in LCCI. Mid 30's with 8.5 years of full-set accounting experience in a construction company. Current position is handling account matters of 4 entities for a group of company, such as: Full-set, AP, AR, financial planning, budgeting, cash flow, balance sheet, bank reconciliation, company financial reports, credit controls & debt collection, liaison with auditors, secretarial, tax agents and all relevant authorities, etc. Responsible in monitor and guide a team of 4 junior account executives, while reporting general operation status to an account manager. Proficient in using UBS & SQL accounting system.

Expected Salary: RM4,500

#### **SENIOR ACCOUNTS EXECUTIVE (KUALA LUMPUR) – BY0802**

ACCA. Mid 20's with 3.5 years of experience in an audit firm, skilled in handling full set of account, audit and taxation. Proficient in using UBS accounting software. Currently managing both General Ledger of more than 20 clients, and external audit for 40 clients. Skilled in compute and compile personal & corporate taxation, GST, prepare financial analyst, etc. Capable as a team lead, guiding 2 junior Account & Audit Executive.

Expected Salary: RM4,750

#### **FINANCE MANAGER (KUALA LUMPUR) – YY0801**

Bachelor Degree in Management, AIA and MBA. Mid 40's with more than 20 years of accounting and finance experience mainly in manufacturing industry. Experienced in financial accounting, reporting, taxation, costing, treasury, etc. Currently overseeing a team of 6 including Account Executives and Account Assistants.

Expected Salary: RM10,000

#### **SENIOR FINANCE MANAGER (KUALA LUMPUR) – YY0802**

Bachelor Degree in Finance and Accounting. Mid 40's with more than 20 years accounting and finance experience mainly in mining, manufacturing and retail industry. Experienced in handling consolidated account, financial analysis and reporting, budgeting, forecasting, cash flow, treasury, cost analysis, credit control, taxation, etc. Currently overseeing an Assistant Accountant and an Account Executive.

Expected Salary: RM12,000

#### **SENIOR FINANCE MANAGER (SUNGAI BULOH) – YY0803**

Bachelor Degree in Accountancy and MIA certified. Late 30's with more than 15 years accounting and finance experience with 10 years of finance and accounting exposure in manufacturing industry, 4 years in international consulting firm and 2 years in external audit firm. Experienced in consolidated / group accounts, management and financial reports, taxation, system and process enhancement, budgeting, forecasting, cash flow, Bursa related matters, etc.

Expected Salary: RM15,000

#### **FINANCE EXECUTIVE (KLANG VALLEY) – SL0801**

Master of Business Administration, major in Finance. Late 20's with total of 5 years of working experience in various industries, with more than 2 years of experience in Auditing. Well exposed with full set of accounts, financial & account reporting, forecasting, management report, month end closing, cash flow, credit control, taxation, GL, journal entries, etc. Proficient in SAP system (current), MYOB Accounting Software, ERP Accounting Software, Audit Express Software, Autocount Accounting Software and UBS Accounting Software.

Expected Salary: RM4,700

#### **ACCOUNTING TEAM LEAD (KUALA LUMPUR)– PM0805**

BA (Honours) Finance, Accounting and Management. Early 30's with 7 years of working experience in shared service environment. Hands on experience in GL & Reporting. Currently an Accounting Team Leader (equivalent to Manager level) in a shared service center, specialising in GL & Reporting. Involved in project migration – transition from India to Malaysia for GL division. Besides, acts as an Advisor for the migration of HR services from APAC to Malaysia. Sound knowledge in SAP system.

Expected Salary: RM10,000

#### **SENIOR CORPORATE FINANCE MANAGER (KLANG VALLEY) – PM0801**

Bachelor of Applied Finance. Early 30's with 10 years of working experience in consumer banking, investment banking, and corporate finance. Experience in various corporate proposals which include transfer of listing status, take-over, exemption for take-over, acquisition of equity interest in company, acquisition/disposal of property, joint venture, rights issue of shares with warrants, bonus issue, free warrants issue, private placement. Experience dealing with relevant regulatory authorities such as Bursa Malaysia and Securities Commission. Familiar with Listing Requirements. Good communication skills.

Expected Salary: RM15,000

#### **SENIOR ADVISORY SERVICES MANAGER (KUALA LUMPUR)– PM0802**

CPA. Mid 30's with 13 years of working experience from audit to financial reporting, then to corporate advisory. Experience in various types of assignments – financial due diligence, debt restructuring, business valuation, litigation support, etc. Experience dealing with clients (government parties, public listed, private limited) from different sectors. Familiar with Listing Requirements and IFRS.

Expected Salary: RM12,000

#### **ACCOUNT EXECUTIVE (PETALING JAYA) – JY0805**

Mid -20's with a Bachelor of Accounting, completed 9 papers out of 14 ACCA papers. Has nearly 3 years of working experience as an Account Assistant in a transportation company and 1 year of Audit experience. Supervising 3 staffs and has experience in handling AP, AR and full set accounting, dealing with customers & suppliers, receive, calculate and process invoices, maintain general ledger, assists in financial management and analysis. Familiar in communicating with vendors and get payment on time.

Expected Salary: RM4,200

**COST ACCOUNTANT (PUCHONG) – DV0803**

Master of Business Administration. Mid 30's with 11 years of working experience which included 4 years of manufacturing experience. Handling product cost solutions, costing data mining, analyses and review cost difference or adjustment. Working closely with all levels of management such as BD, engineers, fabrications, procurement, controllers and finance.

Expected Salary: RM7,500

**AUDIT SENIOR ANALYST (SERI KEMBANGAN) – DV0805**

Degree in Accounting. Early 30's with 6 years of working experience in audit role. Responsible to review audit reports, identify issues, presentations on audit findings and recommendations. Perform accounting procedures and tax applications with compliance of accounting standard.

Expected Salary: RM5,500

**SENIOR FINANCE MANAGER (KLANG VALLEY) – BC0801**

CIMA (Finalist). Early 40's with over 20 years of finance operations, reporting, payroll and staffing experience. Experienced in group consolidation for various business units, including automotive, property and hotel businesses. Above average communication skills.

Expected Salary: RM11,000

**RTR, SENIOR MANAGER (KLANG VALLEY) – BC0802**

Degree in Accounting. Late 30's with over 9 years of finance operations and reporting experience in MNC and shared services centre environment. 7 years of external audit experience during initial employment. Currently reporting to Head of Finance Operations and leading a team of 17 staffs within RTR operations, supporting SEA countries. Well versed in SAP system, IFRS and GAAP standards. Current KPIs consist of 50% in SLA management, reporting and operations, 30% in process improvement and 20% in staff management.

Expected Salary: RM14,000

**RTR, SENIOR MANAGER (KLANG VALLEY) – BC0803**

A MIA holder with a Degree in Accountancy. Mid 40's with over 15 years of experience in automotive, manufacturing and shared services industries. Currently reporting to RTR, Senior Manager and managing a team of 4 (Senior Accountants and Accountants). Used to manage a team of 10 to 15. Vast regional exposure in ASEAN countries and ANZ. Well versed in SAP system, GAAP and IFRS standards. Current major KPIs mainly in operations, reporting timeliness and accuracy as well as to monitor error incurred with corrective measurement in place.

Expected Salary: RM15,500

**SENIOR ACCOUNTS MANAGER (KLANG VALLEY) – BC0804**

CIMA holder. Mid 40's with 11 years of finance and accounting experience in insurance industry. 10 years of external audit experience during initial employment. Vast experience in group consolidation and financial analysis. Above average communication skills.

Expected Salary: RM13,500

**ACCOUNTS MANAGER (KLANG VALLEY) – BC0805**

Degree in Accounting and Finance. Late 30's with nearly 5 years of accounting experience, including group consolidation in oil & gas and manufacturing industries. 10 years of external audit experience, including 4.5 years with Big 4 during initial employment. Above average communication skills.

Expected Salary: RM10,000

**BILLING EXECUTIVE (KLANG VALLEY) – TK0801**

Bachelor in Business Administration. Late 20's with 4.5 years of billing experience in a shared service center. Proficient in operating system such as Open Office and good with UBS Computerized Accounting (Practical), SPSS, IBM Personal Communications tools, Cognos, SQL/Hyperion and ERP System (Workday). Available immediately.

Expected Salary: RM3,500

**BUSINESS PROCESS SPECIALIST (KLANG VALLEY) – YP0805**

Bachelor's Degree in Finance/Accountancy (Major in Finance and Investment). Mid 20's with close to 2 years of working experience in an insurance company. Responsible in performing analysis, processing various documents including claim forms/underwriting forms, verifying accuracy of data, etc. With exposure in VBA, Pivot Table, MY SQL, etc. Currently seeking for a finance related role in order to fully utilize knowledge gained during tertiary education.

Expected Salary: RM3,500

**SENIOR AUDIT (KUALA LUMPUR) – PH0802**

Bachelor of Accountancy, early 30's with close to 5 years of working experience in external audit firm. Currently attached with a mid-size firm as Senior Audit Executive. Playing a role as mentor to guide new staff and junior staff. Experience in handling PLC and MNC audit report.

Expected Salary: RM5,000

**SENIOR ACCOUNTS EXECUTIVE (KUALA LUMPUR) – PH0805**

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. Good communication skills, able to work long hour and willing to work overtime.

Expected Salary: RM4,500

**UK TAX LEAD (KUALA LUMPUR) – SK0801**

CPA. Mid 30's with 5 years audit experience plus close to 6 years of UK Tax reporting and compliance experience, with exposures to US GAAP. Currently titled Tax Lead in one of the renowned Oil & Gas SSC, leading a team of 10. Responsible in ensuring the statutory accounts and financial statements (consolidated and separate) are prepared and filed in accordance with the countries' respective local GAAP as well as determine its difference to US GAAP. Experience as process champion in fiscal processing, intercompany and tax provisioning processes.

Expected Salary: RM14,000

**US TAX LEAD (KUALA LUMPUR) – SK0802**

Master of Science in US Taxations. Mid 30's with 5 years tax related working experience in San Francisco, last titled Finance & Tax Manager in a Financial Services Holding company. Then joined Oil & Gas Shared Services Malaysia on 2013 as Sub-Team Lead for US tax team and being the Subject Matter Expert to the team since then. Given trainings and coaching to US tax compliance team member to build their US tax capabilities during this time. Progressed to be Tax Assistant Manager since 2016 and has been included in some sort of leadership program. Experience to be Project Lead (for a year) in enhancing the learning and developments framework of seniors, team leads and managers. Since Jan 2017, working closely with Tax Transformation Director on future tax strategies and some change management works on US Tax operations as a whole.

Expected Salary: RM16,000

**ADMINISTRATION**

**SALES & MARKETING COORDINATOR (KUALA LUMPUR) – SC0801**

SPM Holder. Late 20's with more than 9 years of working experience in sales coordination task that include processing of customers' purchase orders and delivery orders, creating quotations, invoices, and arranging delivery. Provide full support to Sales, Purchasing and Shipping Department. Familiar with SAP system. Good communication skills.

Expected Salary: RM3,500

**ADMIN OFFICER (AMPANG) – SC0802**

Diploma in Information Technology. Early 30's with more than 5 years of working experience in order processing function that mainly process sales order into system by checking the correction of the calculation and comparing details. Working closely with salesman and dealer regarding purchase order and invoices. Good communication skills.

Expected Salary: RM3,000

**GLOBAL SUPPORT EXECUTIVE (KLANG VALLEY) – JY0801**

Mid 20's, with a Bachelor of Business Administration, majoring in HR. Has around 2 years of total working experience from banking industries. Experienced in analyse and distribute cases to respective process, New Business, Underwriting, Policy Servicing, Payment/Account, Contact Centre, etc. Performed World Check and Grey List screening for on boarding customer. Familiar in liaising with business partner such as Business Development Manager, Specialist, Branch Manager & banker to solve their request & inquiry.

Expected Salary: RM3,500

**PART-TIME UNIVERSITY LECTURER (KLANG VALLEY) – JY0802**

Mid-20's, with a Bachelor of Social Science (Political Science). A part-time university lecturer with around 1 year of working experience in lecturing in MPU (Contemporary Malaysian Issues) subject as well as giving coursework supervision & tutorial syllabus complying to university regulations. With experience and exposure as an admin assistant in a leading manufacturer and supplier of water tank company.

Expected Salary: RM3,000

**SALES EXECUTIVE (PETALING JAYA) – JY0804**

Mid -20's with a Bachelor of Management (Organization Management). Has 1 year plus of working experience in retail industries as a merchandising executive managing stock to ensure sufficient range and reduce in aging stock. Perform store replenishment order, conducting regular store visits to ensure that company's merchandising standards are met. Working closely with Marketing Department on promotional plans and requirement involved in marketing strategies, promotional activities for store as well as involved in the setup of new or renovation of store and offsite events.

Expected Salary: RM2,800

**DATA MANAGEMENT EXECUTIVE (KLANG VALLEY) – IT0802**

Degree in Management with Multimedia. Mid 20's with about 2 years of experience in data processing as well 1 year experience in HR focusing on payroll. Both experiences are in an MNC Shared Services environment. Well versed in Shared Services environment.

Expected Salary: RM3,500

**CAREER ADVISOR (KLANG VALLEY) – YP0802**

Professional Certificate in Hospitality. Late 20's with close to 4 years of experience in the administration field. With 2 years of experience being a general clerk handling phone calls, maintaining proper filing system, issuing invoice, etc. Consecutively, was attached with a shared services center holding a back-end processing role. Currently seeking for an administrative role.

Expected Salary: RM3,200

**BANKING / INSURANCE OPERATION MANAGER (KLANG VALLEY) – SK0805**

B.A (Honours) Business and Management. Late 30's with more than 15 years of working experience within financial services industry, operations. Last titled Senior Manager (Collateral Data Section) in one of the local banking operation, mainly responsible for people management for the operation. Lead 2 teams, namely Business/Corporate loan and Retail/Housing loan with total team size of 25 including 2 direct reporting assistant managers. Great English communicator with insurance operations exposure too.

Expected Salary: RM10,000

## CUSTOMER SERVICE

### **CUSTOMER SERVICE & ADMINISTRATIVE MANAGER (BUKIT JALIL) – SC0803**

Diploma in Hotel & Hospitality. Mid 30's with more than 10 years of working experience in customer service with hygiene services, retailing & distributing industry. Was hired as a pioneer staff to manage customer service division. Leading and managing 2 customer service executives to perform high quality calls, resolving complaints, customer retention, etc. Besides, involve in recruiting and training individuals. Good communication skills.

Expected Salary: RM7,000

### **CUSTOMER SERVICE MANAGER (SELAYANG) – SC0804**

Degree in Building. Mid 30's with more than 12 years of working experience in customer service line for one company (pharmaceutical and health care product manufacturer). Managing 3 customer service executives to handle customer enquiries, resolving complaints, as well as provide support to sales, marketing and production team. Besides, develop strong relationships with established accounts while acquiring new accounts. Good communication skills.

Expected Salary: RM7,000

### **CUSTOMER SERVICE EXECUTIVE (KLANG VALLEY) – JY0803**

SPM leaver. Early 20's with 4 years of working experience in customer service, administration, assistant and HR. Experienced in performing daily routine on counter service operations, answer incoming calls and attend to customer/agent's queries, accept payment collection in different modes of payments (by cash, cheque, and credit card), prepare Official Receipt for daily payment collections. Responsible also in processing sales confirmation and distribution of documents to respective departments.

Expected Salary: RM3,000

### **WORKFORCE MANAGEMENT ANALYST (KLANG VALLEY) – TK0804**

Diploma in Business Administration. Early 30's with 2.5 years of experience as a workforce management analyst, and 10 years of experience as customer service agent. Able to manage a schedule of 100 agents manually using Excel. Able to assist in hiring process of customer service agents such as candidate screening and interviewing.

Expected Salary: RM5,000

## ETC.

### **PRODUCTION PLANNING & PROCESS EXECUTIVE (KLANG) – NH0804**

Degree in Manufacturing Engineering. Early 30's with more than 3 years of experience in production and material planning, and scheduling in manufacturing industry. 4 years of experience as equipment engineer from electronic manufacturing company. Experienced in using SAP and ERP for production planning and scheduling with hands-on knowledge on machineries and equipment troubleshooting.

Expected Salary: RM4,600

### **PLANNING EXECUTIVE (SHAH ALAM) – NH0805**

Degree in Mathematics & Economics. Late 20's with more than 4 years' of working experience as planning executive in manufacturing & exporting industry. In-charge for the overall production and material planning. Knowledge in using SAP system for planning purposes. Also involved in handling material inventory for ensuring optimal stock accuracy.

Expected Salary: RM4,300

### **BEAUTY TRAINER (KLANG VALLEY) – FK0804**

Diploma in Marketing. 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 include 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

### **BEAUTY TRAINER (KLANG VALLEY) – FK0805**

Diploma in International Federation of Aesthetician (IFA). Mid 40's with 17 years of working experience in Beauty & Skin Care industries of which 9 years in Training role. Experienced in conducting seminars and training for different audience base (internal staffs, students, customers, etc.) Passion in cosmetic, skin care and beauty product industries. Familiar with beauty therapy, product and sales skills training. Represent and be the brand spokesperson with media and external marketing companies.

Expected Salary: RM5,800

### **BUSINESS ANALYST MANAGER (KLANG VALLEY) – TK0802**

Masters in IT (Coursework and Research). Early 30's with total 8 years of working experience in banking and IT consultant companies. Specialize in data validation, data retrieval, data mapping, and data comparison. Proficient in SAS, MySQL, MS SQL, IBM DB2 Oracle, etc.

Expected Salary: RM10,000

### **VISUAL DESIGNER (KLANG VALLEY) – IT0801**

Diploma in Illustration and Entertainment Art. Mid 20's with more than 2 years' experience as a Graphic Designer/Illustrator/ Copywriter. Responsible in designing name cards, brochure, flyers, copywriting, newsletter etc. Also working part time in soap making for parties and events. An advanced user in Adobe Illustrator, InDesign, Premier Pro, Photoshop, Microsoft Office, PowerPoint and Blender.

Expected Salary: RM3,400

**VICE PRESIDENT OF ADMISSIONS(CLAIMS) (KLANG VALLEY) – IT0805**

Degree in Medicine. Late 30's with more than 10 years of working experience within medical industry. Currently in charge of insurance life claims. Currently have 2-3 Managers reporting and a division of around 50 call center staffs. Key responsibility includes auditing medical bills, scrutinizing medical fees/data.

Expected Salary: RM10,500

**UNDERWRITER (CHERAS) – YP0801**

Bachelor's Degree in Business Administration (Finance with Multimedia). Mid 20's with close to 2 years of experience in the financial industry specializing in underwriting in personal accident. Responsible in risk assessment, acceptance for new risk, policies renewal, issuing urgent policies/endorsement, involvement in GIS & E-cover Testing, preparing monthly production report, etc.

Expected Salary: RM3,500

**BUSINESS ANALYST - CLINICAL (PUCHONG) – YP0803**

Diploma in Nursing. Early 30's with 7 years of working experience as a registered nurse and currently a Business Analyst for more than 2 years in the medical industry. Currently involved in the implementation project for Columbia Hospitals in the South East Asia. With responsibilities in facilitating the analysis of business requirements, providing comprehensive business consultation on all phases of the project development cycle, validating test cases, providing training to the users which includes doctors, nurses and pharmacists of the in-house software set up (by candidate), etc.

Expected Salary: RM6,000

**STAFF REGISTERED NURSE (PUCHONG) – YP0804**

Diploma in Nursing. Late 20's with 5 years of working experience as a registered nurse in one of the reputable hospital. Been attached with different departments including Intensive Care Unit (ICU), Surgical Ward, Critical Card Unit (CCU), High Dependency Unit (HDU), etc. Skilled in using infusion and syringe pumps, ECG machine and other equipment.

Expected Salary: RM4,200

**HUMAN RESOURCES**

**ASSISTANT HR MANAGER (KLANG VALLEY) – BY0803**

Bachelor of Economics, major in International Trade and Finance, also certified with Australian HR Certificate. Late 20's 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. Proficient in using X-Payroll system to manage 70-80 headcounts payroll

Expected Salary: RM6,000

**HR BUSINESS PARTNER (CHERAS) - ML0801**

Late 30's with a Degree in Business Administration. A HR generalist with 14 years of HR operations & management experience in multinational companies and recent 2 years in business partnering capacity to drive HR initiatives. Currently reporting directly to HR Director, and serves as HRBP to advise stakeholders in multiple business units on HR generalist matters. Experienced in driving company-wide Employee Engagement efforts, such as conducting employee feedback survey via tools provided by Tower Watson and internally addressing low score index specific to business units (by working closely with an EE specialist); manage a Youth Outreach Team to recruit sales staff by engaging with universities, associations and job fairs; CSR efforts, etc. Communicates well with experience in stakeholder management.

Expected Salary: RM18,000

**SENIOR HR OPERATIONS MANAGER (KUALA LUMPUR) - ML0802**

Late 30's with an MBA. Comes with a combination of internal HR generalist and shared-service operation backgrounds with 10 years in telco industry. Started off as HR Specialist handling internal HR function and was then internally re-assigned to set up the shared-service operations. Was re-assigned as HR Director leading 2 direct reports for all internal HR (reporting to regional HR Director). Involved in Employment Engagement efforts, particularly during the transition of M&A to boost up the morale of the employees; and also serve as Business Partner to support the Sales Team via company-wide activities. Currently in a regional role tasked in setting up shared-service operations, overseeing 26 countries across EMEA with 12 reporting members across the globe on HR functions. Seasoned in stakeholder management.

Expected Salary: RM18,000

**NATIONAL HR MANAGER (KUALA LUMPUR) - ML0803**

Early 40's and certified with Malaysian Institute of Human Resource Management. A senior HR leader with 14 years of experience from a diversity of industries, and experienced in driving strategic programs within the company, such as driving development for employee growth and upscaling employees with the organization. An expert in Employment Engagement and IR/ER. Someone who emphasized on building junior base and internally promote and grow them (to avoid pricing war by pinching someone from competitors). One of the executive committee who reports directly to Country Manager & Regional HR Director, leading full-spectrum HR at country level. Currently has 4 direct reports (including 1 assistant manager), and the team will expand to 9 after merger & acquisition. Experienced in maintaining relationships with academic bodies to hire fresh graduates. Has prior overseas experience – based in China for 4 years in total. Communicates well and someone experienced in handling senior stakeholders.

Expected Salary: RM18,000



**HUMAN RESOURCE MANAGER (KUALA LUMPUR) - ML0804**

Mid-30's with a Degree in Management. An HR generalist with progressive experience cultivated over 12 years in current organization from construction and development engineering industry. Started off as an HR Officer, and moved up from Executive, to Senior Executive, to Assistant Manager, and currently as HR Manager for around 2.5 years. All the while has been involved in full-spectrum HR; inclusive of 2 years with focus more toward Learning Development – running programs internally as well as engaging 3rd party trainers. Experienced in developing & running an internal year-long program by appointing "Subject Matter Experts" within the organization to be mentors for groups of 10 (individuals gathered across departments) to run non-business projects. The ideal for this mentorship is to serve as a long-term platform for knowledge & experience sharing, including building on soft skills. Current organization hires fresh graduates on regular basis, and personally overseeing the liaisons between universities and career fair/talk bodies to attract talents and promote company branding. Currently leading a team of 5 – consisting of Senior Executives & Executives (both generalist & specialist), whilst reporting to Director of HR.

Expected Salary: RM18,000

**HR BUSINESS PARTNER (PUNCAK ALAM) - ML0805**

Mid-30's, with an Executive Diploma in HR Management and around 8 years of HR generalist experience and HRBP function in MNC environment, largely in a media firm and banking shared service. Currently heading the HR function for across 3 ASEAN countries, and was one of the early pioneers that helped built up the HR team as the company grew in size. Strategically drives the company from HR perspective, helped the company to expand regionally, and recently heavily involved in restructuring and downsizing of company. Prior to this has picked up HRBP function in banking industry, and was involved in general functions of HR and drove a lot of HR initiatives for one of the company's biggest division (more than 1000 headcounts), e.g. initiatives including comp & ben strategies and change, performance management, recruitment drive and graduate branding, employee engagement, IR/ER, etc. Communicates well in English.

Expected Salary: RM17,000

**INDUSTRIAL RELATION MANAGER (KLANG VALLEY) – MM0801**

Late 30's with a Degree in Law major in Civil Law. An industrial relations practitioner with a combination of 12 years legal and IR experience. Have extensive knowledge in IR and vast experience handling IR matters which includes negotiation with Unions. Experienced in handling IR, CA, UNIONS, related IR letters, DI, legal matters and etc. A qualified lawyer with CLP and admitted to the Malaysian Bar as an Advocate and Solicitor of Malaysia. Well versed in HR labour law, Union Act and Industrial Relations Act 1967 as well.

Expected Salary: RM9,000

**INDUSTRIAL RELATION MANAGER (KLANG VALLEY) – MM0802**

Early 40's with a Diploma of Public Administration (Law). Experienced HR IR practitioner with over 15 years' experience in employee & industrial relations. Has managed ER/IR scope in small to large setting environment in various industries. Has led several collective agreements and has handled union management. Currently managing two (2) in-house unions in a manufacturing facility with over 8,600 employees. Well versed in HR labour law, Trade Union Act and Industrial Relations Act 1967 as well.

Expected Salary: RM12,000

**INDUSTRIAL RELATION MANAGER (KLANG VALLEY) – MM0803**

Mid 20's with a Degree in Law major in Law & Commerce. Has more than 4 years of total working experience from various type of industries. Experienced in handling IR, CA, In-House UNION, related IR letters, DI, implementation of SOP & HR policies, legal matters, risk management and etc. Well versed in HR labour law, Trade Union Act and Industrial Relations Act 1967 as well.

Expected Salary: RM6,500

**ORGANIZATIONAL DEVELOPMENT MANAGER (PETALING JAYA) – PH0803**

Bachelor Degree in Information Technology. Early 30's with 7 years working experience in human resource field. Hands on experience in sales training and development, organizational development and HRIS. Very fluent in English communication, a part time English teacher during weekend.

Expected Salary: RM8,000

**INFORMATION TECHNOLOGY**

**IT SPECIALIST (KLANG VALLEY) – BG0801**

Bachelor Degree in Computer Science & Information Technology. Early 30's with 9 years of working experience in IT industry. Providing day-to-day technical support to clients. Experienced in handling project which related to IBM software solution. In charge for new setup installation and configuration, software upgrade, preventive maintenance. Familiar with IBM Lotus Software and etc.

Expected Salary: RM6,000

**NETWORK PROJECT ENGINEER (KLANG VALLEY) – BG0803**

Bachelor Degree in Network Security. Late 20's with 5 years of working experience in IT field. Certified CCNA. Currently pursuing CCNP. Experienced in providing tier 2 & 3 support to users. Troubleshooting and technical support functions for LAN, WAN on end to end planning, design deployment and monitoring. Configuring and maintaining network equipment. Interface effectively with user management, vendor and teammate on running project to commit with quality and customer satisfaction.

Expected Salary: RM8,000

**DOT NET DEVELOPER (KUALA LUMPUR) – MC0801**

Bachelor's Degree in Computer Science. Mid 30's with total 10 years of experience as a Software Engineer from IT Companies. Responsible on developing web application with C# .NET, MS SQL will be the main development tools. Familiar with C#/VB.Net, Asp.Net, WebService, SQLServer & Reporting Service (SSRS). Good communication skills.

Expected Salary: RM8,500

**DOT NET DEVELOPER (KUALA LUMPUR) – MC0802**

Bachelor Degree in Computer Science. Early 30's with around 7 years of working experience as a software engineer from IT Companies. Experienced in full SDLC, develop application, analysis & review, design/architect by using MySQL, MSSQL, C#, .NET, Objective-C, Java, etc. Good communication skills.

Expected Salary: RM10,000

**DOT NET DEVELOPER (KUALA LUMPUR) – MC0803**

Bachelor Degree in Business Administration. Mid 30's with total of 11 years as a Business Analyst, Developer and Project Management Office in MNC Companies with complex system/report design, manipulating data. Experienced in develop application, report design by using VBA, SQL, C# .Net, Php, JavaScript, SharePoint, etc. Master in VBA programming (in all Microsoft application). Knowledge in C# .Net, SAS Base programming. Good communication skills.

Expected Salary: RM8,600

**DOT NET DEVELOPER (KUALA LUMPUR) – MC0804**

Bachelor Degree in Computer Science. Mid 30's with total of 10 years working experience as a system analyst / programmer from Silverlake (Banking Systems Development Life cycle). Responsible in end user requirement gathering, System Analysis, and Development in Loans Origination System (LOS) Module in Banking Systems. Knowledge in C#, CSS, HTML, JavaScript, JQuery, MS SQL 2014, MVC2, etc. Good communication skills.

Expected Salary: RM8,500

**DOT NET DEVELOPER (KUALA LUMPUR) – MC0805**

Bachelor Degree in Computer Science. Late 40's with more than 15 years of working experience as a Senior Application Solution from Insurance and IT Companies. Hands on experience in developing application for internal users, enhancement on store procedure and bug fixing. Ad-hoc support for system error. Familiar with VB.Net, ASP.NET, MySQL, SSIS, Webservice and Oracle. Good communication skills.

Expected Salary: RM8,200

**SENIOR GLOBAL SERVICE DESK ANALYST (KLANG) – CH0803**

Bachelor's Degree in Computing. Mid 30's with 10 years of working experience as service helpdesk in BPO. Troubleshoot and resolving IT technical enquiries for clients via specific tools such as Citrix, Active Directory, LockOut Tools, etc. Familiar with Ticketing tools such as Remedy 4, Remedy 7, and Service Now. Monitor call queue, maintain SLA, generate agents stats reports, prepare work schedule and handle escalation cases.

Expected Salary: RM7,000

**SERVICE DELIVERY MANAGER (KUALA LUMPUR) – CH0804**

Bachelor's Degree in Software Engineering. Early 30's with close to 10 years of working experience as IT helpdesk support in telecommunication industry. Support to both local and international from corporate clients to end users. Troubleshooting knowledge on CITRIX, VPN, LAN, Cisco and Juniper, responsible to oversee day-to-day fault management for critical or escalated incident.

Expected Salary: RM6,000

**TECHNICAL SUPPORT EXECUTIVE (KAJANG) – CH0805**

Bachelor's Degree in Software Engineering. Early 30's with 10 years of working experience as customer relations and technical support executive in shared service. Currently support to U.S. market, manage, respond and resolve client support requests received by phone, email and support ticketing system in a professional manner within agreed service level agreement.

Expected Salary: RM5,500

**TECHNICAL LEAD (KUALA LUMPUR) – CL0801**

Bachelor of Computer Engineering. Late 30s. Total 10 years of Java and .Net based application development and delivery exposure of various environment of both vendor and In-house. Leading a Technical team of 5 members in providing technical design, framework, coaching and getting hands on in development work. Currently working on an online service portal of an Insurance client. Practicing agile development methodology, SCRUM and solid exposure in web based front end system development.

Expected Salary: RM18,000

**DEPUTY TECHNICAL MANAGER (CHERAS) – CL0802**

Bachelor Degree in Computing. Mid 30s. Total 12 years of Java application development and delivery exposure of various environment of both vendor based and In house. Was leading the Java Technical team of several 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: RM12,000

**SENIOR MANAGER CUSTOMER ANALYTICS (KLANG VALLEY) – CL0803**

Master in statistics. Early 30s. Total 7 years of data analytics experiences across various industries, online retail, research and banking. Currently leading a team of 2. Current role involved working closely with the business, modelling, customer analytics and outcome presentation to the senior business stakeholders. SAS exposure.

Expected Salary: RM12,000

**SPECIALIST - LEVEL 1 / 1.5 ERP HELPDESK (KLANG VALLEY) – SK0803**

Bachelor Degree in Computing. Mid 30's with more than 15 years of working experience, of which more than 10 years in ERP supporting, specialized in JDE. Hands on experience in JDE application support via calls / emails from APAC countries. Acted as ERP consultant providing technical / functional support too. Well versed understanding of ERP systems, support processes. With exposures in implementation projects too.

Expected Salary: RM6,500

## PUBLIC RELATION/COMMUNICATIONS

### **CORPORATE COMMUNICATIONS SPECIALIST (KUALA LUMPUR) – SL0802**

Master Degree in Mass Communications. Early 30's with total of 5 years of working experience in a Public Relations role. Exposed to management of copywriting, content management, writing speeches, as well as managing other PR matters. Experienced being both the planner and executor. Professional and versatile writing skills; involved in drafting speeches, social media and website contents, and media releases.

Expected Salary: RM6,500

### **SENIOR PR & ARTIST RELATIONS MANAGER (KLANG VALLEY) – SL0803**

Bachelor of Science, major in Psychology. Early 40's with total of 18 years working experience in PR and Communication role. Experienced in initiating, executing, coordinating and reviewing of outcome for campaigns & events. Involved in both ATL & BTL initiatives. Exposed to team management, budget management, organizing and hosting international events, dealing closely with Media and Influencer/Key Opinion Leaders (KOL), as well as make-up artists, merchandiser and designer.

Expected Salary: RM14,000

## SALES/MARKETING

### **INSIDE SALES ACCOUNT MANAGER (KLANG VALLEY) – BY0804**

Master of Business Management. Mid 30's with approximately 10 years of sales experience as relationship manager and inside sales, promoting products such as: international education plan, immigration & citizenship programs, & corporate mobile connection plan. Experience in dealing with clientele from India, Oman, Abu Dhabi, Dubai, Malaysia, etc. Skilled in cold call, business solutions consultation, online proposal presentation, relationship management, new business development, customer service, cross selling & up selling, etc.

Expected Salary: RM5,500

### **SOLUTION SALES EXECUTIVE (KLANG VALLEY) – BY0805**

Professional Degree in Computer Science & Information Technology. Mid 20's with 5 years of firm sales experience for Business solution products (hardware & software). Currently handling 50 plus key account client, and acquire new client from industry such as: media, construction, manufacturing, government department, GLC, etc. Skilled in Conduct Pre-Sale activity, Presentation of POC, Implement program development, Workout project schedule, Technical support, Meeting and consult customer, Response for RFI and RFP, Products Training, etc. A sales focus candidate with proven good sales track record:

Expected Salary: RM4,500

### **KEY ACCOUNT MANAGER (KUALA LUMPUR) – YY0804**

Bachelor Degree in Psychology and Communication. Late 20's with 3 years of payment sales experience. Products handled including internet payment, mobile POS, virtual terminal, etc. Experienced in dealing with SME and corporate clients such as Hush Puppies, Harvey Norman, Laneige, Galaxy Group, etc.

Expected Salary: RM5,700

### **KEY ACCOUNT MANAGER (KUALA LUMPUR) – YY0805**

SPM holder. Early 30's with 8 years of sales experience mainly in banking, payment and travel industry. Experienced in credit card sales (bundle product) and payment sales. Currently overseeing 3 merchant acquisition executives. Clients serviced included Shopee, 11street, Penang Hill, Berjaya University, etc.

Expected Salary: RM6,000

### **BRANDING MANAGER (KLANG VALLEY) – SL0804**

Bachelor Degree in Mass Communication, major in Advertising. Mid 30's with total of 11 years working experience. Familiar with planning and executing branding initiatives and product launch/campaigns for clients for various industries such as FMCG, Manufacturing, Property Developer and Beauty Industry. Exposed to events planning, costings, clients' management, business networking, ATL, BTL, artwork designing and preparation. Proficient with Adobe Illustrator, Photoshop, Corel Draw, Dreamweaver, Quark Express, and 3D Studio Max.

Expected Salary: RM8,500

### **SALES & MARKETING MANAGER (KLANG VALLEY) – SL0805**

Diploma in Marketing. Mid 30's with more than 12 years working experience, with around 10 years exposures in chemical industry. Exposed to business development roles in different industry such as chemicals, coatings, plastics, PVCs, rubber and wood. Handled local (entire Malaysia) and overseas (Thailand & Indonesia) clients from manufacturing industry, automotive industry, SMI & SME customers too.

Expected Salary: RM6,800

### **SALES & DIGITAL MARKETING MANAGER (KUALA LUMPUR) – PM0803**

Bachelor's Degree in Computer Science. Early 30's with 6 years plus of working experience in digital marketing. Responsible in managing digital marketing via email, social media & website, optimising website and social media content, increasing company's search engine ranking through SEO best practice. Helping client to leverage their branding and involving in project management plan. Well versed in Google tools and EDM platform. Good communication skills.

Expected Salary: RM9,000

### **DIGITAL MARKETING MANAGER (KLANG VALLEY) – PM0804**

Bachelor of Communication Studies. Late 30's with 8 years of digital marketing and online service experience. Experience in digital marketing campaign management, marketing strategy and planning, website management, online content creation, email marketing management, marketing reporting & budgeting, etc. Well versed in Google Analytical tools and Content Management System (CMS).

Expected Salary: RM11,500

**IT BUSINESS DEVELOPMENT EXECUTIVE (KLANG VALLEY) – TK0803**

Bachelor of Engineering (Hons) In Mechanical Engineering. Mid 20's with 1 year of working experience as Business Development Executive in IT products. Products include HRIS and custom built of software according to clients' need. Clients include enterprises from Government Linked Companies and Telco industry.

Expected Salary: RM4,000

**LOAN SALES SPECIALIST (KLANG) – TK0805**

Bachelor Degree in Finance (HONS). Late 20's with 3 years of loan sales experience. Products include mortgage, MLTA, credit cards, unit trust, personal loan, bancassurance, hire purchase loan and business loan. Sales oriented person with consistent achievements and awards won throughout the loan sales career.

Expected Salary: RM4,000

**SENIOR RELATIONSHIP MANAGER (KUALA LUMPUR) – PH0801**

Advance Diploma in Business Administration. Late 30's with total of solid 11 years of working experience of which latest 4 years as managerial role in Banking Sales industry. Someone specialized in wealth management products and carry good contacts with developers, local chamber of commerce and law firms.

Expected Salary: RM8,000

**BANCASSURANCE MANAGER (KUALA LUMPUR) – PH0804**

Bachelor Degree in Economic. Early 30's with solid 10 years of working experience in life and general insurance industries. Experience in corporate direct, motor insurance and recent 6 years in Bancassurance. Current job requires to supervise 3 Banca Sales Executives and servicing 19 branches' banker.

Expected Salary: RM9,000

**TELESALES TEAM LEAD (KUALA LUMPUR) – SK0804**

STPM. Early 30's with more than 12 years of telesales experience. Began as executive and promoted to Team Lead in 2008. Currently titled Team Manager, leading a team of 10 telesales representatives for life insurance telesales. Lead a team of 25-30 telesales back in her time in previous company. Adopt lead by example philosophy in people management, and hands on experience in providing one-to-one coaching. Responsible in preparing daily, weekly and monthly reports too. Achieving 70-80% of targets on average.

Expected Salary: RM5,000

**SECRETARIAL/PERSONAL ASSISTANT**

**SECRETARY CUM PERFORMANCE REPORTING (BUKIT JALIL) – SC0805**

Degree in Business Administration. Late 20's with more than 6 years of working experience, whereby 3 years in providing secretarial and administration supports with a construction company. Reporting to CEO. To assists, prioritize and manage CEO's schedule and daily activities of operations. Besides, coordinating management's meeting and taking minutes of meetings, as well as prepare relevant reports and record important documents and maintain high level of confidentiality. Good communication skills.

Expected Salary: RM5,000

**PERSONAL ASSIATANT / SECRETARY (KLANG VALLEY) – MM0804**

Early 40's with a Diploma of Secretarial. Has more than 10 years of total working experience mostly in secretarial/personal assistant exposure. Experienced in handling end to end process of personal assistant duties, administration, taking minutes meeting, handling documentations needed, book-keeping, analysis, handling business documents, business proposal, business presentation, attending meetings and etc. Have hands-on experience in assisting C levels and top management level bosses.

Expected Salary: RM8,500

**PERSONAL ASSIATANT / SECRETARY (KLANG VALLEY) – MM0805**

Early 40's with a Diploma of Private Secretarial. Has more than 10 years' of total working experience most in secretarial exposure. Experienced in preparing slides for bosses, checking & preparing business propose if needed, controlling all documents, end to end secretarial duties and etc. Hands-on experience in taking minutes and able to work long hours. Able to operate other office equipment such as electronic typewriter, photocopier machine, facsimile and telex machine.

Expected Salary: RM8,500

**SUPPLY CHAIN**

**SPOT BUYER (KUALA LUMPUR) – CL0804**

Bachelor of Finance. Early 30s. 5years ++ of professional procurement experiences. Involved in sourcing and negotiation for various key projects. Currently a spot buyer with key focus on procuring drilling services equipment for Middle East Geo Market. Procuring for items that are USD5-10K. SAP system exposure.

Expected Salary: RM5,800

**ASSISTANT MANAGER PROCUREMENT SUPPORT (PETALING JAYA) – CL0805**

Bachelor of Finance. Mid 30s. Able to communicate well and speaking good English. Close to 10 years of Sourcing and Procurement experiences with exposure in renown US based manufacturing environment and a short stint in shared services environment. Solid understanding of end to end procurement cycle, namely sourcing, negotiation and buying. Exposure in both direct and indirect procurement. SAP power user.

Expected Salary: RM7,200

## NORTHERN REGION

### **MAINTENANCE MANAGER (IPOH) – NH0803**

Degree in Electrical & Electronics Engineering. Late 30's with more than 13 years of working experience in maintenance and facilities management from various manufacturing industries including rubber, heavy industry, fabric and pharmaceutical. In-charge for the overall plant maintenance and machineries. Overseeing total of 15 subordinates in mechanical maintenance team and 13 subordinates from boiler team.

Expected Salary: RM9,000

### **MECHANICAL DESIGN ENGINEER (PENANG ISLAND / PERAI) – BG0802**

Bachelor Degree in Mechanical Engineering. Late 20's with 3 years of working experience in design field. Responsible for design according to customer specifications and solve issues to developing machines. Handling projects and ensure on time performance of assigned projects. Managing Bills of Materials. Meeting up with vendors and follow up with them regarding fabrication issues. Able to produce 2D and 3D drawings. Experienced in using SolidWorks.

Expected Salary: RM3,600

### **QUALITY ENGINEER (PENANG ISLAND) – FK0801**

Bachelor's Degree of Engineering Technology in Manufacturing (Automotive). Late 20's with 2.5 years of working experience in Quality Engineer role in electronic manufacturing environment. Currently working as Product Quality Engineer with a MNC, in-charge for the entire QA/QC procedure for the Box Built project assigned. Involved in the Incoming Material Inspection, Ongoing Reliability Testing (ORT), Product Safety (SIRIM), Process Audit, TL 9000, Finished Goods Inspection, etc. Knowledge in preparing 8D, FA and RA reports. Able to handle customers' complaints. Able to read technical drawing.

Expected Salary: RM3,200

### **SENIOR HR EXECUTIVE (PENANG ISLAND /PRAI) – FK0802**

Diploma in Human Resource Management. Early 50's with 16.5 years of working experience in general HR functions with manufacturing environment. Currently working as HR cum Admin Senior Executive with a Japanese based company with 2 staffs (officer & assistant) assisting on daily HR activities. In-charges of general HR (Recruitment, C&B, IR/ER, Training & Development, Administration, etc.) Able to deal with government authorities on HR relevant matters.

Expected Salary: RM5,200

### **SENIOR HR EXECUTIVE (PENANG ISLAND /PRAI) – FK0803**

Bachelor's Degree in International Affairs Management. Mid 30's with 8.5 years of working experience in general HR and Administration functions with manufacturing environment. Candidate joined a Japanese based company as Senior HR Executive and been promoted to become the department head after the manager left the company. Candidate was overseeing the daily HR activities in the company with a few HR staffs reported directly. Responsible for Recruitment, C&B, General Affairs, Payroll, Deal with government authorities on HR relevant matters, etc. Familiar in handling Unionize issues, basic knowledge in IR/ER issues. Knowledge in using HRMS system.

Expected Salary: RM4,200

### **PUCHASER (PENANG ISLAND) – FK0806**

Bachelor's Degree in Chemical Engineering. Late 20's with more than 4 years of Purchasing experience in manufacturing environment. Experienced in the entire purchasing process, i.e.: sourcing (new project), deal with vendors for RFQ and price negotiation, material delivery management, material stock/inventory management, etc. Able to deal with local/oversea vendors. Knowledge in MRP/SAP system.

Expected Salary: RM3,200

### **SENIOR PURCHASING & PLANNING OFFICER (PENANG ISLAND/PRAI) – KH0801**

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) – KH0802**

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) – KH0803**

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 permit 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) – KH0804**

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) – KH0805**

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) – KH0806**

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) – KH0807**

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) – KH0808**

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 our 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 we have improvement plan & meet target expectation. For any new project 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

**SENIOR MECHANICAL DESIGN ENGINEER (PENANG ISLAND) – BG0804**

Degree in Mechanical Engineering. Late 20's with 6 years working experience; 4years' experience in mechanical design. Involved in mechanical design for machine, module and jig design and product improvement. Knowledge in running the module test and failure analysis. Understanding the concept of FMEA. Preparing BOM list, SOP and work instruction. Experienced in data analysis and failure analysis. Familiar with using 3D CAD design and 2D drawing.

Expected Salary: RM7,200

## OTHER REGIONS

### **PRODUCTION MANAGER (JOHOR BAHRU) – NH0801**

Diploma in Civil Engineering. Early 40's with more than 16 years' of working experience in precast concrete manufacturing companies. 5 years' of experience as Production Manager. Responsible for the overall production activities including overseeing production personnel, planning and scheduling production for stock levels and delivery.

Expected Salary: RM12,000

### **PRODUCTION MANAGER (JOHOR BAHRU) – NH0802**

Master in Business Administration with Degree in Civil Engineering. Early 30's with more than 5 years' of working experience in precast concrete manufacturing company. Experienced in setting up a new precast plant. Currently leading around 3 engineers, 8 production supervisors, 6 planners and around 300 direct labors for the plant. Possesses good leadership skills.

Expected Salary: RM9,000

### **SENIOR PAYROLL EXECUTIVE (MELAKA) – CH0801**

SPM holder. Mid 40's with more than 20 years of working experience as human resource generalist. Current employment focus in payroll, who in charge of more than 250 staffs' salary from 3 companies in the organization. Good knowledge of Sage payroll system, Easy-Pay and Boss, TMS and Payroll Program.

Expected Salary: RM5,000

### **HUMAN RESOURCE EXECUTIVE (MELAKA) – CH0802**

Diploma in Information Technology. Mid 30's with more than 10 years of experience in manufacturing line as human resource executive. Knowledgeable in ASC Payroll and Time Management System, currently manage more than 100 staffs' payroll and prepare monthly job evaluation report, salary increment, and yearly bonus report to top management.

Expected Salary: RM4,000

### **BUSINESS DEVELOPMENT OFFICER (KUCHING) – IT0803**

SPM Holder. Mid 20's with almost 2 years outdoor sales experience at a finance company focusing in hunting new clients as well as maintaining new clients, also have 2 years + experience as a sales representative in the FMCG/Retail Industry. Able to hit sales target consistently.

Expected Salary: RM3,300

### **PERSONAL FINANCIAL MANAGER(KUCHING) – IT0804**

Double Diploma Holder in Accounting as well as Secretary. Early 30's with 3 years' experience as personal financial manager at an overseas bank, 4 years' experience as Assistant Manager in the Personal Loan and Credit Card department. Quit as a Personal Financial Manager due to family problems and work temporary as an insurance agent. Able to start immediately.

Expected Salary: RM3,000

### **INSTRUMENTS AND CONTROL – SYSTEMS ENGINEER (JOHOR) – BG0805**

Degree in Electrical and Electronic Engineering. Late 20's with 4 years working experience. Experienced in installing, calibrating and loop checking of the field instruments. Preparing maintenance strategies, work instructions and procedures to ensure safe and controlled work environment. Maintaining and calibrating the control valves, configuring flowmeters. Familiar with troubleshooting DCS and PLC system. Preparing master data sheet, schedule and procedures for PM activities and ensuring safe and efficient performing of CM. Well versed in SAP system.

Expected Salary: RM6,000

### **FINANCE & ADMINISTRATION MANAGER (MELAKA) – DV0801**

ACCA holder. Late 30's with total of 10 years of working experience in finance and operation role with managerial experiences. Experienced in handling costing, GST compilation, auditing, budget controlling, cash flow, monthly & yearly financial reporting, for Malaysia, Singapore, Hong Kong, Vietnam & Thailand. Familiar with SAP system.

Expected Salary: RM8,000

### **FINANCE & ADMINISTRATION MANAGER (MELAKA) – DV0802**

MIA holder. Early 30's with 9 years of accounting experience in manufacturing and audit line. Handle overall accounting functions which included account closing, management accounting, financial reporting, GST filling, ERP daily transactions, budget & forecast exercise, overseen AP, AR and General Ledger, tax computation & manufacturing costing. Good knowledge in using SAP system.

Expected Salary: RM9,500

### **SENIOR FINANCE MANAGER (JOHOR BAHRU) – DV0804**

MIA & ACCA holder. Early 40's with more than 10 years of account & audit experience in both manufacturing and trading industry. Well versed in handling financial accounting, group consolidation accounts, budget, forecasting, cash flow, reviewing GST submission & returns.

Expected Salary: RM11,500