

# timesletter

Interview



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A HUMAN  
RESOURCES  
CAREER IS NOT  
FOR "NICE"  
PEOPLE.



## A Human Resources career is not for “nice” people.

Over the years, we often come across talent come and ask for advice because they want to work in Human Resources. We would love to give advice, but would like to do it with right reasons. So I have usually asked the question: “Why do you want to work in HR?”

More often than not the answer goes into something like this: “I love working with people, developing them and help them”. To which I usually respond: “If that’s what you want to do then you should work in operations or general management, not in HR. This will usually follow by a shocking response, but it’s an honest one. The misperceptions that HR is a “nice” place to work because we work with people is pervasive, and often leads to the wrong kind of talent in the function.

To be fair, being nice is usually an expectation and requirement to be in HR. It’s hard for most people to imagine their HR partners as not nice people. But I think this is where some young talent gets confused. They see “nice” HR colleagues and leaders, perceive that the role is all about helping people, and mistakenly assume that being a nice person is qualification enough for the function. However, “nice” is only a starting point – it is not nearly enough.

### Fair, Not Nice

As I was speaking to a friend and former colleague about this one time, he validated my point by pointing out that in Human resources “ we aren’t in the nice business, we’re in the fair business”. I believe this is a very insightful statement. Let’s consider a few Human resources roles as examples:

**Restructuring** – whenever there is an organizational restructure there are winners and losers. Dealing with the people that land on their feet is easy. But in any restructure there are those that lose their job, face demotions, or sometimes end up in a role that they don’t like. These people deserve a respectful and fair process. Nice is just not enough.

**Recruiting** – there are few things as enjoyable as telling somebody they got the job they were really hoping for. Unfortunately, for everybody that gets the job, there are many people who wanted it and didn’t get it. It’s not so fun to make those calls.

**Compensation** is about paying people what the job is worth, not what they want. This often causes disagreement and friction. HR professionals must learn to explain facts and reality not only to employees at all levels, but also often to their managers who feel they should just be able to pay more. Sometimes we get to give great news in this regard, but more often we must find ways to keep integrity in the compensation structure.

**Talent management** is about differentiating top talent and investing in them disproportionately. Delivering that news to the selected individuals can certainly be enjoyable. But for every top talent there are many who are not, and we often must explain why we have rewarded others disproportionately.



Learning and development should be about giving people the training they need, not what they want.

Labor/ Employee relations is about ensuring we have a consistent and fair work environment, not to make everybody happy with their circumstances.

Culture is about creating a great and/or effective working environment, not necessarily a nice environment. Great and nice aren’t synonyms.

It’s not hard to see that the common perceptions HR is an easy place to work, nice, or fun, are completely misguided. Of course, it can be fun. But when done well, it’s difficult work.

### Empathy is the key

I believe that what HR professionals really need is not niceness, but empathy. That is, understanding and taking into account how people feel. We must do the work, sometimes tough work, that our organizations need. Doing so with empathy and helping other leaders have empathy, makes such a difference. As a function, we are often expected to give difficult news and feedback, or to help other leaders give such feedback. It’s always better to give it in an empathic way.

### Balance

As HR professionals we have to keep it all balanced if we want to maintain sanity. Balance in life is critical, otherwise it can become overwhelming and tempting to slide into nice for nice sake in order avoid some of the tough work, which is not what organizations need. It’s important to take a breath sometimes and keep it all in perspective. I love my job, not because it’s nice but because I find fulfillment in helping the organization achieve it’s objectives through human capital. It is strategic, but it is also an art that must be practiced daily to be truly good at it. Helping and watching people grow is great. But helping and watching the company grow through it’s people is even more important and more fulfilling.

So, if you want to work in HR, please take note of what’s really required for success and make sure you are pursuing this career for the right reasons.

If you already work in HR, take a breath, keep perspective and focus on what’s most important. Have empathy, but do the right thing and don’t be afraid to give the tough messages.

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## Potential Candidates

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## CENTRAL REGION

### ACCOUNTING/FINANCE

#### **FINANCIAL & REPORTING MANAGER (KLANG VALLEY) - MM0901**

Early 30's with a Professional Degree of Accountancy. Have more than 10 years of working experience with almost 4 years in audit firm (One of the Big 4). Hands-on experience mostly in Finance and Accounts, handling full sets of accounts and audit. Strong knowledge and experience in financial reporting. Very familiar with the Companies Act, IFRS and Malaysia reporting statutory. Member of the Malaysian Institute of Accountants (MIA) - Chartered Accountant and ACCA as well.

Expected Salary: RM10,000

#### **COST ACCOUNTANT (SHAH ALAM) – DV0901**

Degree in Accounting. Mid 30's with 10 years of working experience in manufacturing industry with 5 years plus of costing experience. Well versed in analysing/reviewing manufacturing & production costing, preparing variance reports on actual vs standard cost, stock movement, budget & forecasting, financial reporting, fixed asset management.

Expected Salary: RM6,500

#### **FINANCE MANAGER (KAJANG) – DV0902**

ACCA holder. Late 30's with 6 years of working experience in Audit & Accounting role. Well versed in handling day to day financial functions, reviewing monthly management reporting & full set of accounts, preparation of cash flow projection & budgeting for 5 years business plan, treasury, financial forecast, GST implementation.

Expected Salary: RM9,000

#### **TAX ANALYST (PETALING JAYA) – PM0901**

CPA. Early 30's with 8 years of tax experience, and currently a Tax Analyst in a shared service center. Responsible in tax reporting, tax calculation, forecasting and filling, and also involving in financial statement preparation and analysis too. Assisting in tax audit and appeals as well. Liaising with auditors and tax officers where necessary. Mainly supporting Thailand and Malaysia, and cover Vietnam and Myanmar for reporting purpose. Sound knowledge in IFRS and local country GAAP.

Expected Salary: RM9,000

#### **SENIOR TAX ACCOUNTANT (PETALING JAYA) – PM0902**

Bachelor of Science (Hons) Applied in Accounting. Early 30's with 8 years of working experience in taxation. Experience in tax account reconciliation, tax computation, tax accounts analysis and tax filling, and also assisting in document preparation for audit purpose. Sound knowledge in SAP, Lawson and Oracle system.

Expected Salary: RM8,500

#### **TAX ACCOUNTANT (PETALING JAYA)– PM0903**

ACCA. Late 20's with 7 years of working experience in taxation, from consulting firm to shared service center. Experience in multiple data collection, reviewing and analysing, various reporting (monthly, quarterly, pre-tax filing, post-tax filing) on expatriates' personal income taxes, computation and filing for corporate/individual clients' income tax. Involving in internal process improvement and maintenance for tax services.

Expected Salary: RM7,000

#### **TAX TEAM LEAD (PETALING JAYA) – PM0904**

CPA. Early 30's with 9 years of working experience in accounting and taxation field, and previously a Team Lead who led a team of 6 and direct reported to CEO. Experience in preparing financial statements, handling account reconciliation, computing tax assessment, preparation of GST and lodgement for Australian entities. Assisting in liaising with auditors and Australia Tax Office to assist clients resolve any compliance issues. Familiar with Australian fund regulation and tax obligations.

Expected Salary: RM7,500

#### **SENIOR ACCOUNTS EXECUTIVE (KLANG VALLEY) – BC0903**

Diploma in Accounting. Over 14 years of accounting experience, mainly in construction and property fields. Currently reporting to Finance Manager and handling full set of accounts. Some exposure in GST implementation and treasury control. Average communication skills.

Expected Salary: RM4,600

#### **SENIOR FINANCE EXECUTIVE (KLANG VALLEY) – SL0901**

Diploma in Accountancy. Early 30's with total of 10 years working experience, managing accounting, auditing and finance tasks. Well exposed to full sets accounting, financial reports, budget preparations, pricing models and strategies, financial audit, etc. Proficient in SAP system, MYOB system and UBS system.

Expected Salary: RM4,500

#### **ACCOUNTS EXECUTIVE (CHERAS) – YP0902**

SPM. Late 20's with 5.5 years of experience in the accounting field handling full set of accounts, internal audit, bank reconciliation, closing of monthly & yearly management account, general ledger, petty cash claims, etc. With exposure to SAP System.

Expected Salary: RM3,300

## ADMINISTRATION

### **SALES ADMIN (KLANG VALLEY) - MM0902**

Early 20's with a Diploma of Accountancy and Finance. Has 1 year of working experience mostly in warehouse, logistic and customer service exposure. Hands-on experience in handling documentations, preparing invoices, stock arrangement, stock management, management reporting, scheduling, export import shipments, warehouse operation and cargo.

Expected Salary: RM2,000

### **PERSONAL ASSISTANT (KUALA LUMPUR) – PH0901**

Diploma in Secretarial, early 40's with total of 20 years of working experience from different industries. Strong background in business operation, sales & shipping coordinator, administrator, secretary as well as customer service. Able to provide full spectrum of secretarial support & work independently, confidentiality & trustworthy.

Expected Salary: RM5,500

### **USER ENGAGEMENT OFFICER (KLANG VALLEY) – JY0901**

Mid-20's, with a Bachelor of E-Business Technology & Management. Experienced in creating advertisement, perform administration job, collect and deliver orders, meeting up with customers, make a phone call to get an appointment, search for incoming events to hunt for organizers, etc.

Expected Salary: RM2,300

### **OPERATIONS SERVICES SENIOR SPECIALIST (KLANG VALLEY) – JY0905**

Early 30's, Diploma in Mass Communication with 6 years' working experience as an Operation Services Senior Specialist and a total of 5 years' plus working experience as a Customer Service Executive. Experienced in working on contracts for customers to match customer requests, generating high number of quotes with quality & accuracy, providing real time support for sales team, support in the booking of orders, handling inbound calls, assist in training new hires. Also experienced in handling systems. i.e. SAP, CRM, Sales Force, Enterprise Configurator.

Expected Salary: RM4,500

### **ORDER MANAGEMENT SPECIALIST (PUCHONG)– PM0905**

International Diploma in Computer Science. Mid 30's with 8 years of working experience in sales operations and coordination. Experience in sales order creation, shipping arrangement, liaising with customer for delivery status, price negotiation with suppliers, quality control, etc. Having regional exposure in current role - supporting Malaysia, Indonesia, Australia, Thailand and Japan, and reporting to Singapore. A SAP & Oracle system user.

Expected Salary: RM4,600

### **SENIOR MANAGER ADMIN PROCESSING (KLANG VALLEY) – SL0902**

Bachelor Degree in Business and Management. Early 40's with total of 15 years of working experience within financial services industry, operations. Responsible for people management for the operation team, suggest and review improvement initiatives, highlight any irregularities, organizing the training session, manage and monitor documentations and disbursements processes, etc.

Expected Salary: RM10,000

### **SALES ADMIN EXECUTIVE (KLANG VALLEY) – YP0905**

Professional Certificate in Business Administration. Late 20's with up to 8 years of experience, mainly in supporting sales team and servicing customers. With experience in preparing invoices, dealing with customers, provide support in product launching events, liaising with dealers, supporting service team, etc. Equipped with 3 years of experience as a sales executive.

Expected Salary: RM3,200

## CUSTOMER SERVICE

### **CUSTOMER CARE TEAM LEAD (KLANG VALLEY) – TK0901**

Diploma in Mass Communication. Early 30's with 10 years of customer service experience including 4 years of team lead experience. Handled outbound calls and follow up on incoming sales leads, trained and coached agents on call handling skills. Reports to the Operations Manager, subordinates are a team of 7 customer service agents.

Expected Salary: RM6,000

### **CUSTOMER SERVICE TEAM LEADER (KUALA LUMPUR) – PH0902**

Bachelor Degree in Biotechnology, early 30's with total of 10 years working experience in pharmaceutical industry. Currently attached in a well-known nutrition company as customer service team leader, leading a team of 5 customer service executives'. Someone with good leadership skill and able to work under pressure.

Expected Salary: RM5,000

### **CUSTOMER SERVICE TEAM LEADER (KLANG VALLEY) – PH0903**

SPM holder, early 30's with 10 years of working experience as customer service role. Currently attached in an E-Commerce company, one of the pioneer staff in the company. Had helped the company to build up the customer service team and leading the customer service team.

Expected Salary: RM5,000

### **Senior Customer Care Officer (KLANG VALLEY) – JY0903**

SPM leaver. Early 20's with 2 and a half years of working experience as a Customer Care Officer. Experience in handling all inbound calls from Singapore Mandarin customers for Technical Helpdesk & General Inquiries Call from different product. Handling feedback, complaints as well as issues raised by customers and provide solutions. Previously being awarded as a Top Hotline Customer Service Officer (Silver).

Expected Salary: RM3,600

**CUSTOMER SERVICE EXECUTIVE (KLANG VALLEY) – JY0904**

Late -20's with a Bachelor of Hospitality Management. Has 2 years and 9 months of working experience as a Customer Service Executive. Experienced in interacting with walk-in customers, inbound customer calls, handle & resolve customer complaints, generate daily sales reports, take orders, calculate charges and process billings or payments, generate meeting minutes, keep records to inventory control, compile materials, etc.

Expected Salary: RM3,800

**CUSTOMER SERVICE MANAGER (KLANG VALLEY) – YY0903**

Degree in HR Management. Mid 30's with 10 years of customer service experience in a multinational bank. Total of 7.5 years managerial experience as a Customer Service Manager. Currently overseeing are dealing with inbound calls for mixed products – credit card, personal banking, etc. and leading 15-16 customer service executives.

Expected Salary: RM10,000

**OPERATIONS MANAGER (KLANG VALLEY) – YY0904**

MBA in HR and Diploma in Advertising Design. Mid 30's with 10 years of customer service experience in a well-established BPO centre including more than 5 years of managerial experience for multiple sizable projects. Currently overseeing 8 projects and leading 10 Assistant Managers to oversee total of 165 employees.

Expected Salary: RM9,500

**INCIDENT LIFECYCLE MANAGEMENT/TECHNICAL ADVISOR (PUCHONG) – YP0903**

Diploma in Telecommunications Engineering. Early 30's that has been attaching in the call centre environment since 6.5 years ago with experience in handling calls, emails, web portal and chat for supported accounts. Mainly attending to customers via email for the past 2 years, and provide support to UK & US.

Expected Salary: RM3,850

**CUSTOMER SERVICE REPRESENTATIVE (RAWANG) – CH0903**

SPM holder. Mid 20's with 5 years of working experience in contact center. Perform both inbound and outbound calls related to cable TV and broadband connection general enquiries. Support to both Malaysia and Singapore market on telecommunication queries from billing to troubleshooting issues.

Expected Salary: RM3,000

**SENIOR CUSTOMER SERVICE EXECUTIVE (ULU KELANG) – CH0904**

Diploma in Business Administration. Early 30's with 10 years of working experience in customer service field. Assisting customers in term of inquiries, requests and complaints via inbound and outbound calls, as well as email and social media. Acting team leader and responsible to guide clients in installation and activation of company's products.

Expected Salary: RM5,200

**ENGINEERING**

**PLANNING MANAGER (KLANG) – YY0905**

Master in Marketing and Degree in Chemistry. Mid 30's with more than 6 years managerial experience in production planning and control with recent 2 years in semiconductor industry. Responsible in planning, supervise and coordinate weekly and monthly production schedules to ensure on time delivery. Currently overseeing Senior Assistant Manager, Planning, Assistant Manager, Planning, Admin Assistant and Officer.

Expected Salary: RM9,000

**CIVIL ENGINEER (KLANG VALLEY) – BC0901**

Degree in Civil Engineering. Late 20's with 5 years of experience in technical design, mainly in structural design within consulting field. Major KPIs consist of meeting client's requirements in planning, designing and construction related issues. Well versed in Staad Pro. Above average communication skills.

Expected Salary: RM7,500

**LINE MANAGER (SERI KEMBANGAN) - ML0904**

Mid-30's, a graduate in Bachelor Degree in Automation & Manufacturing System Engineering. More than 11 years of total working experiences in manufacturing industry with latest 7 years as Line Manager involves in daily plant operation. Currently serving as an Assistant Factory Manager capacity, being the main person overseeing the whole plant operation, leading a Production Executive and 3 Supervisors (a team of 34 consisting of technicians and operators). Currently reports directly to Regional Production Manager (Factory Manager level), who is mostly based abroad on-site in Indonesia. Manages 90% of the plant operation. Current plant has one production line, producing more than 20 SKUs, with 3 SKU changes per day on average. Experience in Lean Manufacturing exercise – one of the appointed managers to implement Lean Manufacturing practices since Jan 17 to lead a team toward lean production process which include minimizing wastage, continuous improvement, product quality improvement & shop floor management. DOE Certified Competent Person. Communicates well in English.

Expected Salary: RM9,000

**PACKAGING MANAGER (PUCHONG) - ML0905**

Late 30's with a Bachelor of Science in Chemical Engineering. 10 years working experience in manufacturing operation, process improvement & optimization, and project execution. Managing downstream plant operation (comprises of blending and packaging), with 3 production lines producing over 500 metric tonnes. Adapted to frequent production changes and high volume of SKUs (more than 500). Leading a team consisting of a Process Engineer, Process Executive, 4 Supervisors and more than 50 operators & contractors. Reporting to Plant Manager on day-to-day production operation matters (output, quality, staffing, HSE, etc.) well as Functional Reporting to APAC Regional Packaging Operational Director (process improvement, cost saving initiatives, implement regional corporate direction to local settings, etc.) Involved in leading the commissioning and start-up of the current plant, and eventually was promoted to function as Production Manager for downstream area. Collaborating closely with CI Manager and has experienced in leading and championing Continuous Improvement and Cost Saving initiatives for downstream area. Exposures to methodologies such as 5S, Root Cause Analysis, Kaizen, etc.

Expected Salary: RM9,000

**MANUFACTURING MANAGER (SELANGOR) – CL0901**

Master in Mechanical Engineering. Late 30s. More than 10 years of manufacturing production & process experiences. Highly experienced in food & pharmaceutical processing techniques. Vast knowledge in process & production engineering (Food & Pharma sector). Involved in project management, quality control and the rest of the production life cycle + CAPEX planning.

Expected Salary: RM10,000

**FACILITIES & MAINTANANCE MANAGER (KUALA LUMPUR) – CL0902**

Bachelor in Mechanical Engineering. Early 50s. Various years of manufacturing plant management experiences including and not limiting to Automotive OEM parts industries. All rounded personal with hands on floor implementation, lean manufacturing, P&L accountability and operation production planning experiences. People management and supervisory experiences. Overseas working experiences in Thailand for 8 years.

Expected Salary: RM15,000

**ETC.**

**TRAINING MANAGER (SHAH ALAM) – DV0903**

Master in Business Administration. Mid 30's with 8 years plus of working experience in automotive industry with 7 years of training experience in product & soft skills. Responsible to analyses, design, develop and evaluate the training modules for Sales Advisors, Sales Agents and Sales Managers.

Expected Salary: RM7,400

**TRAINING MANAGER (SHAH ALAM) – DV0904**

Master in Business Administration. Early 30's with close to 7 years plus of automotive exposure in training, sales planning and product planning. Currently, handling product training and product planning for sales & marketing team across Malaysia which included East Malaysia as well.

Expected Salary: RM8,000

**TRAINING MANAGER (SHAH ALAM) – DV0905**

Master of Tourism and Hospitality Management. Mid 30's with 7 years of training experience with 4 years of experience in automotive industry. Well versed in both product & soft skills training including after sales training to targeted group of sales personnel across nationwide.

Expected Salary: RM7,000

**PERSONAL DRIVER TO CFO (KLANG VALLEY) – IT0905**

Early 40's with SPM. Have almost 7 years of experience of driving ambassadors either outstations or in Klang Valley. Apart from that, have almost 2 years' experience of being a personal driver to MD and CFO of the company. Familiar with driving sedans, MPV, 4x4 as well as 2 seaters. Have taken multiple courses on driving including defensive driving course by AAM as well as VIP driving protocols courses. Fluent in English.

Expected Salary: RM2,500

**SENIOR CLAIMS EXECUTIVE (BATU CAVES) – YP0904**

Bachelor of Business (Marketing). Late 20's with 5.5 years of experience as a Claims Assessor. Experienced in handling minor and major claims, access and make liability decision on claims assigned, handling recovery claims which is from the stage of registration up to payment for Singapore Claims Department, etc. Authority limit – SGD 30,000.

Expected Salary: RM4,500

**CYBER SECURITY EXECUTIVE (KLANG) – CH0901**

SPM holder. Early 30's with more than 10 years of working experience in Banking industry. Handling fraud analyst, investigation of scams and monitoring online transactions. Experienced in back office operation, clearing, slides preparation for manager and zone manager, and handle credit and recovery.

Expected Salary: RM5,000

**SENIOR COMPLIANCE EXECUTIVE (KLANG) – CH0902**

Diploma in Business Studies. Early 30's with more than 10 years of experience in financial institution, banking and MNC environment. Responsible in ensuring that Anti Money Laundering regulations are adhered to and account activity are monitored accordingly. Process queue items such as KYC, SAR, PEP, WLM, and Transaction Monitoring in a timely manner as per measured.

Expected Salary: RM5,000

**CORPORATE ACTION OPERATION, ASSISTANT MANAGER (KUALA LUMPUR) – CH0905**

Bachelor's Degree in International Business Administration. Mid 30's with 13 years of working experience in banking back end processing. Generate and approval for corporate actions business, and payment transaction for corporate action mandatory events. Handling payments for US, China, and Belgium markets.

Expected Salary: RM6,500

**SENIOR MANAGER – MARKET INTELLIGENCE (CHERAS) – CL0903**

Bachelor in Business Studies. Early 40s. Shown ability in communicating with C-suits and senior stakeholders. Was reporting directly to the Presidents of a renowned conglomerate. Professional experiences in business intelligence, mixture of market analysis & strategic planning, business developments and entrepreneurship. Versatile and flexible in adapting to different industries. Developed various commercial business plans.

Expected Salary: RM15,000

## HUMAN RESOURCES

### RECRUITER (KLANG VALLEY) – TK0902

Bachelor's Degree in Psychology. Mid 20's with 1.5 years of recruitment experience: 11 months in recruitment team with a marketing company, and 6 months internship experience with a recruitment firm. Handle end to end recruitment process. Currently responsible for hiring of 280 headcounts, closed 50 positions fill date.

Expected Salary: RM4,200

### RECRUITMENT MANAGER (KLANG VALLEY) – TK0903

Bachelor's Degree in Psychology. Early 30's with 8 year of recruitment experience in banking, Business Process Outsourcing (BPO) company and recruitment agency. Currently handling end to end recruitment for Information Technology (IT), Audit and Compliance divisions. Cost saving done for past 5 years: RM 850,000.

Expected Salary: RM10,000

### SENIOR MANAGER, COMPENSATION AND BENEFITS (KLANG VALLEY) – YY0901

Degree in Business. Late 30's with 15 years of HR experience with recent 9 years focusing in compensation and benefits. Possess exposure in industries such as financial services, property development, manufacturing, chemical, outsourcing services, etc. Lead a team of assistant managers and senior executives to ensure smooth planning and implementation of key HR activities including HR budgets and controls, performance management system, HR policies and procedures, employee and salary surveys employee engagement, annual reward exercises, manpower planning and other HR initiatives from time to time.

Expected Salary: RM15,000

### SENIOR MANAGER, COMPENSATION AND BENEFITS (KLANG VALLEY) – YY0902

Degree in HR Development. Late 30's with 13 years of HR experience with recent 9.5 years focusing in compensation and benefits. Possess exposure in shared service centre and large corporate with employee size more than 1000. As a subject matter expert to provide consultancy, advisory and hands on support in compensation and benefits such as benchmarking and developing remunerations strategies. Experience in SuccessFactor, SAP, Peoplesoft, FlexHR, BUCK, and Taleo.

Expected Salary: RM14,000

### SENIOR HUMAN RESOURCE EXECUTIVE (KLANG VALLEY) – SL0903

Degree in Psychology. Mid 30's with total of 10 years working experience in General HR role. Experienced with full spectrum of HR tasks: Compensation & Benefits, Recruitment, IR & ER, Payroll, Immigration matters, Training & Development, etc. Exposed to independent role, managing payroll for 200 headcounts. Familiar with Quick TMS & Quick Pay System.

Expected Salary: RM5,500

## INFORMATION TECHNOLOGY

### IT EXECUTIVE (KLANG VALLEY) – BG0901

Diploma in Information Management. Late 20's with more than 4 years working experience. Configuring computer hardware operating systems and applications. Experienced in monitoring, maintaining and troubleshooting computer systems and networks. Supporting roll-out new applications. Developing cloud and automation system. Providing support including procedural documentation and reports. Handling backup support.

Expected salary: RM3,300

### OPERATION ENGINEER (KLANG VALLEY) – BG0902

Degree in Information Technology Management. Mid of 20s' with more than a year working experience. Responsible for monitoring, executing and controlling the processing on the computing platform. Responsible to updating logs, checklist accurately and assign to correct support groups. Participate in Disaster Recovery and other scheduled activities. Providing inputs to resolve customer complaints and dissatisfaction issues.

Expected Salary: RM3,300

### SYSTEM ENGINEER (KLANG VALLEY) – BG0903

Certificate in Software Engineering. Early of 30's with more than 11 years working experience in IT field. Experienced in managing database, maintain and support system. Installing and setup and Oracle VM Virtual Box. Manage and backup database and log. Experienced in setting up new Linux server for new project. Familiar with using Postgres SQL language. Basic knowledge in UNIX Shell scripting.

Expected Salary: RM4,500

### IT ENGINEER (KLANG VALLEY) – BG0904

Diploma in Computer Engineering. Mid of 30's with more than 13 years working experience in IT field. Experienced in diagnosing and resolving technical hardware and software issues following SLA. Responsible for respond the technical assistance via phone or email. Responsible to develop and maintain troubleshooting guides and documentation. Provide technical support, disaster recovery, data restoration and overall risk management. Perform on-call duty and shift rotation.

Expected Salary: RM4,500

### SENIOR QA (KLANG VALLEY) – IT0903

Late 20's with a Degree in Software Engineering. Have 3 years of working experience in quality assurance for applications. Developing and execute test plans and cases based on business requirement and technical specification given. Well versed in Automation testing, SQL and C++. Fluent in English.

Expected Salary: RM3,800



**SOLUTION ARCHITECT (KLANG VALLEY) – MC0901**

Bachelor Degree in Engineering. Late 30's with 12 years of working experience as Solution Architect, Integration Architect in building solutions, design, development, implementation of various distributed application and System Integration where middleware is part of the solution. Hands on delivery experience in Enterprise Integration Architecture, including Service Oriented Architecture, Messaging Systems, Application Security and Portal Solutions. With knowledge of Business Process, able to link up upstream and downstream system with BPM Solution effectively and addressing the business. Familiar with IBM AIX, IBM Websphere, IBM LDAP, and Apache HTTP Server. Good communication skills.

Expected Salary: RM18,000

**AS400 / RPG APPLICATION SUPPORT ANALYST (KLANG VALLEY) – MC0902**

Bachelor Degree in Engineering. Late 20's with 6 years of working experience as an Application Support Analyst (AS400/ RPG) in IT field. Responsible in the project development for SIBS and SIPFS mainly on Host Teller and Deposit Module. Good understanding in AS400, Microsoft Office, SQL RPGLE, RPGLE, CLLE, SIBS-Host Teller. Good communication skills

Expected Salary: RM8,200

**JAVA DEVELOPER (KUALA LUMPUR) – MC0903**

Bachelor's Degree in Computer Science. Mid 20's with total 2 years of experience of Java Developer experience in Retails and Financial Industrial. Hands on experience in software development, testing, programming and web design. Good understanding in Java (J2EE) using Spring MVC Framework, Hibernate, JSP, JavaScript, HTML, CSS, etc. Good Communication skills

Expected Salary: RM4,300

**SENIOR MANAGER - INFORMATION TECHNOLOGY (PETALING JAYA) - ML0901**

Mid-40's, a Master's Degree holder with 26 progressive years in IT field with solid project management background. 18 years functioning as Head of IT with experience in setting up IT department from scratch, expert in full-suite ERP implementation, process re-engineering and process improvements, integrated with internal business processes and departments. Began career experience as an IT officer and was groomed to involve in IT project management. Obtained regional exposure in shared services, functioning as Project Manager to roll up JDE implementation across Asia Pacific countries. Was offered a role with a public-listed company to set up an IT department from scratch, as the company moved away from outsourcing its IT function. Continued with business process re-engineering, and continuously ran process improvement initiatives (Kaizen, JIT, etc.). The team grew to 25 members. Currently heading a retail group's IT function and replicated the ERP implementation process, leading 23 subordinates, reporting to Managing Director of the company at Group Level across 4 business units. One of the notable achievements is setting up e-commerce platform from scratch in current company and breaking the parameters/obstacles relating to purchases of gold or high currency transaction online. Good communication skills and stakeholder management.

Expected Salary: RM20,000

**REGIONAL IT MANAGER (JALAN KLANG LAMA) - ML0902**

Early 40's, with Bachelor's Degree in Computing Science. Senior IT generalist manager with regional exposure, business process re-engineering, stakeholder management, and IT project management, particularly in e-commerce/ERP platforms. 12 years in an FMCG industry. Started as IT Manager and was promoted twice and was officially a Regional IT Manager since 2008 for 9 years. Reporting directly to the MD and was holding the highest position within the IT organization chart, leading 15 staff and leading 3 distinct teams (Software Development & Research, Technical Support Services & Business Intelligence), with 3 Managers coming from each department. Responsibilities oversaw IT operation for both commercial operation locally and regional support for 7 to 9 countries. Experienced in conducting internal business process engineering to streamline business operations. Frequently engaged with senior stakeholders and HODs across all departments to align IT function with company's overall directions and business model. Extensive exposure in IT project management, particularly in ERP (functional & technical) and system projects. Most recent project involved in converting B2B to B2C by implementing an online platform owned and managed by the company. Previously as IT Manager in cafeteria chain and was also involved in implementing e-commerce application to sell our company products online.

Expected Salary: RM16,000

**SOFTWARE DEVELOPER (KLANG VALLEY) – SK0901**

Bachelor of Game Development (Hons) Majored in Technology (Programming). Mid 20's with 2 years of experience in game and mobile application development. Hands on experience in full SDLC developing mobile applications for IOS / Android platforms. Involved in VR projects too. Proficient with C#, C++/C, XML, Unity3D, Android Studio.

Expected Salary: RM4,500

**LEVEL 1 ERP SUPPORT SPECIALIST (KLANG VALLEY) – SK0902**

Bachelor of Information Technology. Early 30's with more than 10 years of helpdesk support experiences, of which majority in shared services. Currently titled P2P Support Desk with which exposed her in Ariba Suite application support via calls / emails from APAC countries. Experienced in supporting SAP procurement module (SAP – P57), SAP BW and other applications too, mainly for change requests, and other users' issues.

Expected Salary: RM5,500

**REPORTING SENIOR SPECIALIST (KLANG VALLEY) – SK0903**

Bachelor of Information System. Early 30's with more than 9 years of working experiences, of which recent 5 years+ in IT MNC, currently titled Incident Manager - Data Analyst. Responsible in presenting operation performance analysis, trend data and statistical updates to senior management. Processing reports for service centers' turnaround time (TAT) for repairing. Involved in process analysis and being the Lead / Subject Matter Expert for a few process improvement exercises for SEA operations.

Expected Salary: RM7,500

**REPORTING SENIOR SPECIALIST (KLANG VALLEY) – SK0904**

Bachelor of Information Technology. Early 30's with more than 7 years of working experiences, of which recent 3.5 years+ in IT MNC, last titled Delivery Excellence & Analytics. Responsible in preparation of weekly, monthly, quarterly reports on performance metrics and process behavior charting. Solid experience in analytics as well. Hands on reporting on incident management, service request (SR), and change management aspects. Some examples of reports are customer satisfaction, SLA adherence, KPI metrics etc.

Expected Salary: RM7,500

**REPORTING SPECIALIST (KLANG VALLEY) – SK0905**

Bachelor of Science, major Statistic. Early 30's with 6.5 years of working experiences, of which recent 5 years+ in FMCG firm, currently titled Performance Management Executive / MIS Analyst. Responsible in preparation of reports on KPI based performance and on-time delivery report on company warehousing and transporter (3PL). Attended advance MS Excel class, and some other certifications. SAP user.

Expected Salary: RM5,500

**SALES/MARKETING**

**SALES MANAGER (KLANG VALLEY) – MM0905**

Early 30's with more than 6 years as a creative sales professional and have progressive experiences within the telecommunications industry with a proven record of accomplishment in servicing clients through excellence interpersonal skills. Highly skilled and exposure in growing existing business, new businesses, selling company products to corporate clients & government and winning customers loyalty. Committed in growing bottom-line revenues while providing the highest level of customer service.

Expected Salary: RM10,000

**RELATIONSHIP MANAGER (KLANG VALLEY) – TK0904**

Bachelor of Business Administration (Hons). Mid 30's with 10 years of sales and marketing experience. Specialized in corporate banking and business banking in the past 7.5 years. Products include deposit products such as deposits, cash management solutions, treasury products, etc.

Expected Salary: RM7,500

**RELATIONSHIP MANAGER (KLANG VALLEY) – TK0905**

Bachelor Degree Business in International Trade and Marketing. Mid 20's with 3.5 years of banking sales experience. Responsible for managing portfolio of middle-large market as well as corporate clients to open business accounts for cash management, marketing and cross-selling other Bank's product.

Expected Salary: RM7,000

**SENIOR MARKETING EXECUTIVE (KUALA LUMPUR) – PH0904**

Master Degree, late 20's with near to 10 years of working experience as marketing role. Currently attached in an agriculture investment company as Senior Marketing Executive. Someone with experience in marketing campaign, prepare marketing communication materials and digital marketing.

Expected Salary: RM4,500

**MARKETING EXECUTIVE (PETALING JAYA) – PH0905**

Bachelor Degree majored in Event Management and Marketing, mid 20's with 3 years of working experience as Content Writing Specialist (part-time basic) and Marketing Operation Executive in an E-Commerce company. Someone with good copy writing skill, event planning and organizing,

Expected Salary: RM4,500

**SALES EXECUTIVE (KLANG VALLEY) – BC0902**

Degree in Marketing. Mid 30's with over 8 years of sales experience, mainly in lubricant and fast moving products. Currently handling 100+ clients from financial services, retailing and trading industries. Good command in English with good communication skills.

Expected Salary: RM4,600

**INSIDE SALES ACCOUNT MANAGER (KLANG VALLEY) – BC0904**

Degree in Communications. Late 20's with over 3 years of inside sales experience, mainly in promoting Intel products to Taiwan customers. Ability to achieve constant sales revenue from 300 key accounts. Good command in English with good communication skills.

Expected Salary: RM5,000

**INSIDE SALES, SENIOR MANAGER (KLANG VALLEY) – BC0905**

Degree in Business Administration. Mid 30's with over 10 years of inside sales experience in IT industry, including 7 years of staffing experience. Currently managing a team of 26 (Inside Sales Managers, Campaign Manager, System Engineer, Inside Telemarketing & Territory Account Managers), supporting ASEAN, India and ANZ. Good communication skills.

Expected Salary: RM17,000

**SENIOR MARKETING EXECUTIVE (KUALA LUMPUR) – SLO904**

Bachelor of Business (Major in Management and Management). Early 30's with total of 6 years' working experience in a Marketing role. Well exposed to marketing initiatives and planning in the Education industry. Familiar with events management, marketing strategies, brand management, post-mortem evaluations, marketing collaterals, etc.

Expected Salary: RM4,500

**BRANDING MANAGER (KLANG VALLEY) – SL0905**

Bachelor Degree in Mass Communication (Major in Marketing Communication). Early 30's with more than 6 years working experience, exposed to internal marketing role as well as external agencies. Experienced dealing with Key Opinion Leaders, CEOs from various industries such as FMCG and Pharmaceutical. Familiar with brand strategizing, brand activations, accounts servicing, roadshows, publicity, licensing matters, budgeting, etc. Proficient with Adobe Premier Pro 5.5, Adobe After Effect and Adobe Photoshop.

Expected Salary: RM8,500

**PRODUCT MARKETING MANAGER (SELANGOR) – CL0904**

Master Degree in Computer Science. Early 40s. From IT education background, established career in product segment marketing and strategic business planning. Solid understanding of banking & insurance products, product positioning and campaign planning. Experiences in working directly with c-suites and key decision maker. Fundamental understanding on Fintech. Process improvements & cost saving advisory experiences.

Expected Salary: RM12,500

**SECRETARIAL/PERSONAL ASSISTANT**

**SECRETARY (KLANG VALLEY) - MM0904**

Late 20's with a Bachelor Degree of Business Administration. Have more than 4 years of total working experiences in human resource, full spectrum of secretarial tasks, administration and scheduler exposure. Able to handle full spectrum of secretarial functions and maintains a high level of professionalism and confidentiality. Good communication skill in Malay and English.

Expected Salary: RM4,500

**EXECUTIVE SECRETARY (KLANG) – SC0903**

Diploma in Secretarial. Mid 30's with more than 12 years of working experience in secretary/PA function ever since graduated from Diploma. Responsible to manage Group MD's diaries and appointment and acting as a reminder on the daily appointment and meeting with HOD. Arrange travel, visas and accommodation for Group MD, as well as other stakeholders. Besides, fully responsible of Group MD's few household expenses, utilities bill and other expenses and to manage personal matter such as credit cards, bills, insurances, renewal memberships and society memberships. Good communication skills.

Expected Salary: RM6,500

**SECRETARY (PUCHONG) – SC0904**

Degree in Business Administration. Late 30's with more than 14 years of working experience in secretarial/PA function. Responsible to perform daily secretarial duties, handles confidential matter, and provide administrative support and assistance to Senior VP and 3 VPs. Besides, filter all incoming calls, faxes and emails, as well as involve in travel and accommodation arrangement. Good communication skills.

Expected Salary: RM6,000

**SENIOR SECRETARIAL EXECUTIVE (KUALA LUMPUR) – SC0905**

Professional Degree in Secretarial. Late 30's with more than 15 years of working experience in secretarial/administration support function with few different industry. Responsible in prepare and do submission of statutory documents in relation to name search, company incorporation, changes in statutory information with the Group and striking off of a company to relevant authorities. Besides, to advice the board of director and ensure compliance with the requirements of the Companies Act 1965, Bursa Securities, Listing Requirement and any other regulations. Involving in management meeting and taking minutes. Good communication skills.

Expected Salary: RM7,000

**SECRETARY CUM PA (SERI KEMBANGAN) – YP0901**

Bachelor's Degree in Chemistry (Analytical and Environmental Chemistry). Early 30's with 2 years of experience as a secretary cum personal assistant with responsibilities in providing administration support to the company director, handling operational matters, tracking deadlines, manage appointments, preparation of quotation and agreements, etc. Prior to the latest employment, candidate was in the QA field for up to 4.5 years engaging in a variety of task relating QA testing/inspection protocols to ensure all incoming materials and outgoing finished products meet the required specification.

Expected Salary: RM3,800

## SUPPLY CHAIN

### **MERCHANDISING AND PLANNING MANAGER (SUBANG JAYA) – SC0901**

Degree in Marketing. Mid 30's with more than 10 years of working experience in merchandising field mainly with retail industry. Solid experience in planning and developing merchandising strategy and develop monthly OTB plans for all regions including Malaysia, Singapore, Australis and Thailand. Besides, regularly analyse business operations and recommend and implement strategies to ensure plans and objectives are achieved. Good communication skills.

Expected Salary: RM11,000

### **MERCHANDISING MANAGER (PETALING JAYA) – SC0902**

Diploma in Art & Design. Early 40's with around 20 years of working experience in different field of merchandising and buying, from designing, product development, sourcing to retailing. Besides, strategize merchandising plan, forecasting and budgeting and doing price structure, costing, margin control and mark down control. Experienced in handling apparel and footwear. Good communication skills.

Expected Salary: RM9,000

### **Merchandising Assistant (KLANG VALLEY) – JY0902**

Mid-20's, with a Diploma in Fashion Design. Good in performing paperwork functions, administration tasks, open invoices, handling company system as well as able to perform basic Microsoft Excel Vlookup & Pivot Table functions. Has experience in liaising with China suppliers to source materials, sorting out new product's information, prepare PO for purchasing team, manage stock inventory & distribution, assist in group administrative work, etc.

Expected Salary: RM3,200

### **SUPPLY CHAIN EXECUTIVE (KUALA LUMPUR) – MC0904**

Bachelor of Business Management (Logistics Management). Mid 20s. 5 years working experience in Freight Forwarding Industry. Handling overall job function in Freight Forwarding including SEA, AIR, TRUCKING & Cross Border Thailand & Singapore. SAP system exposure. Good communication skills.

Expected Salary: RM4,000

### **SUPPLY CHAIN EXECUTIVE (KUALA LUMPUR) – MC0905**

Bachelor of Business Administration (Transportation). Earlier 30s. Over 4 years of experience in managing logistical operation in automotive industry. Responsible for inventory management to ensure stockholding is at optimum level to cater operation and dealer's order, etc. Basic knowledge in SAP and some usage of supply chain tools mainly inventory management. Proficient in Microsoft Office. Good communication skills

Expected Salary: RM6,000

### **REGIONAL BUYER (SELANGOR) – CL0905**

Higher Diploma in E&E Engineering. Mid 40s. More than 10 years of Procurement experiences with regional exposure. Solid understanding of end to end procurement cycle. Been exposed to both front end – customer engagement, vendor management and back end operation. Vendor quality management, pre and post vendor audit processes. People management experiences, lead a team of 4. SAP system exposure.

Expected Salary: RM12,000

## NORTHERN REGION

### OPERATION EXECUTIVE (IPOH) – IT0902

Early 30's with a STPM. Have 3 years of working experience in guest relations as well as 9 years working experience in finance industry as admin and operation support. Well versed in customer relations, as well as promoting new promotions, administrative functions and PA. Able to speak above average English.

Expected Salary: RM3,200

### BUSINESS DEVELOPMENT COORDINATION EXECUTIVE (IPOH) – IT0904

Late 20's with a degree in Biotechnology. Have 1 years half of working experience as a business development coordination executive. Main tasks involved managing OEM stock inventory and arranging PO against customer orders, as well as working with QA and logistics department for quality requirements issues. Open for indoor sales opportunities. Fluent in English.

Expected Salary: RM3,000

### SENIOR HR EXECUTIVE (PENANG ISLAND / PRAI) – FK0901

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) – FK0902

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

### SALES ENGINEER (PENANG ISLAND / PRAI) – FK0903

Bachelor's Degree of Science in Electronic Commerce, Diploma in Computer and Electronic Engineering. Late 20's with 5 years of Sales experience, of which 2 years in Coding/Marking & Labelling industry. Candidate was covering Northern Region and serviced MNC and Japanese companies such as ITW, Fuji Electric, First Solar, Robert Bosch, B.Braun, etc. Basic in mechanical drawing, knowledge in knowledge in C++, Visual Basic, JAVA, MATLAB AutoCAD, etc.

Expected Salary: RM4,500

### LOGISTICS EXECUTIVE (PENANG ISLAND / PRAI) – FK0904

Bachelor's Degree in Business Studies. Early 30's with 6.5 years of working experience, included 2.5 years in Logistics Executive (Supply Chain) cum Customer Service for key accounts in trading company. Responsible to maintain strong relationship with customer and to provide total logistic supply chain solution to meet customer required goods from order till shipment delivered to customer place. Well verse with air & sea freight (local & international shipment), warehousing and the entire supply chain procedure. Good understanding of INCOTERMS, Shipping documents, etc. Strong interest in logistics service & operation role.

Expected Salary: RM4,500

### HR MANAGER (PENANG ISLAND/PRAI/KULIM) – FK0905

Diploma in Human Resource Management. Early 50's with more than 21 years of working experience in General HR and Administration, of which 6.5 years in managerial role. Hands-on experiences in full spectrum of HR functions, i.e.: Recruitment, Training & Development, Compensation & Benefits, Foreign Workers, Expatriate Management, Payroll, IR, ER, Develop HR Policies, Disciplinary Issues, etc. Experienced in handling Domestic Inquiry and employees' disciplinary issues. Able to deal and liaise with government department on any HR related matters. Knowledgeable in Labour Law and Employment Act. Willing to relocate to other state as long as there is any good job opportunities.

Expected Salary: RM6,000

### HR MANAGER (PENANG ISLAND/PRAI/KULIM/SUNGAI PETANI) – FK0906

Bachelor's Degree in Statistics Economics. Early 50's with more than 26 years of working experience in General HR/ Management and Operational role in manufacturing industries. Hands-on experiences in full spectrum of HR functions, i.e.: Recruitment, Training & Development, Compensation & Benefits, Foreign Workers, Expatriate Management, Payroll, IR, ER, Develop HR Policies, Disciplinary Issues, etc. Used to work in Japanese company, able to adapt to the culture and working environment easily. Experienced in handling employees' disciplinary issues, expatriate issues, etc. Able to deal and liaise with government department on any HR related matters. Knowledgeable in Labor Law and Employment Act.

Expected Salary: RM8,000

### SENIOR PURCHASING & PLANNING OFFICER (PENANG ISLAND/PRAI) – KH0901

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) – KH0902**

Diploma in Hospitality. Late 30's with more than 15 years of working experience. Exposed to train and supervise the purchasing team, prepare purchasing reports to Managing Director, 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) – KH0903**

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) – KH0904**

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

**SUPPLY CHAIN MANAGER (PRAI) – KH0905**

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) – KH0906**

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

## OTHER REGIONS

### **CUSTOMER SERVICE EXECUTIVE (JOHOR BAHRU) - MM0903**

Early 20's with a Diploma of Accountancy. Have almost 3 years of hands on experience in CS exposure. Hands-on experience in handling customers complaints, resolved customers problem, handling inbound and outbound calls, customer relationship and general customer service tasks as well. Excellent communication skills.

Expected Salary: RM2,800

### **MECHANICAL DESIGNER (MELAKA) – BG0905**

Degree in Mechanical Engineering. Late 20's with 2 years working experience in Automation industry. Responsible for designing mechanical parts and equipment to develop automation systems. Conducting research & develop prototypes to meet customer requirements. Preparing detailed drawing for fabrication process. Experienced in using Solidworks 2010, AutoCAD and Autodesk Inventor.

Expected Salary: RM4,000

### **DOCUMENT CONTROLLER (JOHOR BAHRU) – IT0901**

Mid 20's with a Diploma in Aviation Management. Have almost 6 years of experience as a document controller mainly in construction or consulting companies. Hands-on experience in handling technical documents, drawings, approvals etc. Familiar with multiple EDMS i.e. Aconex, Fingertips, Sharepoint and SAP. Fluent in English.

Expected Salary: RM3,400

### **ASSISTANT TECHNICAL MANAGER (JOHOR) - ML0903**

Mid 30's, a graduate in Bachelor's Degree in Biomedical Engineering. 11 years' experience in production environment. Experienced in production operation, planning, setting up a new plant operation, solving production-related issues, process improvement projects and cost saving initiatives, such as SAP system set-up; implementing digital file printing (saved from a day's time to 8 hours); sourced for different materials (liquid to powder) to reduce costs of productions. Tasked to oversee 3 departments, i.e. Planning Department, Glaze Preparation Department (Production, with a team of 8 to 9) and Technical Department (also leading a team of 8 to 9), while reporting to Manufacturing Manager & Technical Manager. Also, one of the assigned Assessors in the committee for monitoring and coaching Kaizen activities & 5S System across production departments. Recently has been assigned to report to Senior Technical Manager (Taiwanese expatriate who is retiring) to develop production formulation for semi-materials. Communicates well in English.

Expected Salary: RM8,500