

# timesletter



**DEC ISSUE 2017**

**BUILDING AN EFFECTIVE  
RECRUITER-HIRING  
MANAGER WORKING  
RELATIONSHIP**





## Building an Effective Recruiter-Hiring Manager Working Relationship

Identifying top talents and recruiting them to fill up positions are the universal goal of the hiring managers and the recruiters. Ideally, the hiring managers should see the recruiters as their saviors as the recruiters assist them in finding the right talent for the job. However, most of the time both parties are feeling frustrated to each other and lead to the prolonged recruitment process. Commonly, difficulties and issues in recruitment arise when recruiters and hiring managers do not see eye-to-eye. This is often led by the order-giving attitude of the hiring manager and the order-taking attitude of the recruiters.

As recruiters, it is important to build effective relationships with hiring managers while building relationships with candidates. Take the lead to help the hiring managers succeed by creating a spirit of partnership is the secret of successful recruitment process. Here are some guidance to build this productive relationship between recruiters and hiring managers.

Even before the recruitment process begins, recruiters should do some research and talking about the role to understand the hiring managers' needs and expectations before offering realistic strategy or solution to their staffing dilemma based on data and information collected. Essentially, recruiters should communicate with the hiring managers to create scorecards that are prioritize, objectives and metrics rather than asking for job description over email.

Hiring managers are the expert of the talent market and they

benefit from the effective relationship by feeling empowered in how they lead and add value to the recruitment process. They will understand both parties' roles and the importance of both parties to successfully recruit right talent. Hence, hiring managers will less likely belittle the role and effort of recruiters and are more willing to engage and communicate with recruiters. They will feel aligned with the recruiters and gain trust and confidence that the candidates that recruiters proposed are strong potential fit for the job.

When recruiters have identified potential talents, recruiters have to make an effort to present and communicate with the hiring managers so that no time is wasted in shortlisting the wrong talent to the interview.

Post-mortems after interview should be done with hiring managers. Refining sourcing criteria is an important procedure to identify the right talent. It is also valuable to have post-mortems after completion of hiring process to identify the right approach essential for future hiring success.

Now more than ever, recruiters have to transform themselves from reactive "order takers" to proactive talent advisor. Recruiters have to take the lead and responsibilities to build better relationship with hiring managers as there are many ripple effects that can stem from the recruitment process, and the reputation of your personal and company brand may suffer if candidates have a bad hiring experience.

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## timesconsult Potential Candidates

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## CENTRAL REGION

### ACCOUNTING/FINANCE

#### **ACCOUNTS PAYABLE ANALYST (KLANG VALLEY) – DC1204**

Bachelor of Economic holder. Early 30's with almost 4 years of working experience as Accounts Payable Analyst in shared service industry and mainly supporting Thailand, Malaysia, Singapore, Indonesia and Philippines. Competent in Thai language, SAP, SPSS statistic and attended trainings such as Lean Six Sigma Program, Knowledge Management, LIFO Orientations, Structured Thinking, Customer Service Mindset - Part I and II, Harnessing the Power of Connected Minds as well as Competencies for Performance Development.

Expected Salary: RM5,000

#### **ACCOUNTS EXECUTIVE (KLANG VALLEY) – DC1205**

First Class Honors in Bachelor of Business. Late 20's with more than 3 years of working experience in accounting field mainly in Accounts Payable related. Has been exposed to Automotive, Computer/Information Technology (Software) and Shared Services industries. Good communication skills with good exposure in SAP ERP, Basware, and Oracle R12 systems. Open to explore other role with commission as well.

Expected Salary: RM4,500

#### **TREASURY AND FINANCE EXECUTIVE (KLANG VALLEY) – PH1204**

Degree in Banking and Finance. Early 30's with total 7 years of experience including 4 years in finance mainly in financial institution. Experienced in generating payment proposal, cash management, bank and loan transactions, reporting, and annual involvement in Kaizen project for continuous improvement of business operations.

Expected Salary: RM4,500

#### **SENIOR TAX CONSULTANT (PETALING JAYA) – PH1205**

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

Expected Salary: RM4,500

#### **INDIRECT TAX ANALYST (SUNGAI BULOH) – PM1201**

Bachelor of Arts in Accountancy & Finance. Early 30's with more than 10 years of working experience in accounting and reporting, with taxation experience. Experience in full set accounting and financial reporting and supporting various countries – China (Shell), UK (BP), Bangladesh, Cambodia and Indonesia (Compugates International). Sound knowledge in using SAP system.

Expected Salary: RM9,000

#### **SENIOR TAX CONSULTANT (KUALA LUMPUR) – PM1202**

CPA. Late 20's with 4 years of tax experience in one of the Big 4. Experience in providing tax related advice to clients, reviewing and preparing tax computations, assisting clients to write in appeal on tax penalties, etc. Good understanding about US GAAP for tax provision and deferred tax calculation. Good communication skills and good academic record - Awarded Scholarship from Taylor's and HELP University.

Expected Salary: RM6,800

#### **FINANCE ANALYST (KUALA LUMPUR) – PM1203**

CAT. Late 30's with more than 10 years of working experience in accounting and reporting, with tax accounting experience. Experience in full set accounting and financial reporting, with solid experience in taxation for Malaysia and Singapore. Experience in using SAP system.

Expected Salary: RM6,000

#### **SENIOR ACCOUNTS EXECUTIVE (BANDAR BARU SRI PETALING) – DV1201**

LCCI (Diploma in Accounting). Late 30's with more than 10 years of working experiences in handling full set of accounts which include AP, AR, General Ledger with various industries such as Manufacturing, Environmental, Oil & Gas, Electrical & Electronics, Travel & Tourism.

Expected Salary: RM6,000

#### **SENIOR ACCOUNTS EXECUTIVE (KUALA LUMPUR) – DV1202**

Master's Degree in Biology / ACCA (on-going). Mid 30's with 6 years of working experience in accounting line with 4 years of working experience in property / real estate industry, handling full sets of account, financial reports including cash flow & projection, audit, tax computation, GST implementation for both commercial & residential accounts. Well versed in IFCA system.

Expected Salary: RM6,800

#### **GROUP ACCOUNTANT (KAJANG) – CC1201**

Bachelor's Degree of Accountancy and a MIA holder. Early 30's with 8 years of experience in accountant role. Also, has 3 years of audit experience in Big 4 accounting firm. Experienced in preparing consolidated financial statements, reviewing and analysing subsidiaries' management account, tax management, etc.

Expected Salary: RM13,000

#### **AUDIT MANAGER (CHERAS) – CC1202**

Bachelor's Degree in Accounting and Finance. Pursuing CPA Australia. Late 20's with more than 7 years of audit experience. Experienced in auditing listed and private entities. Responsible to provide internal training to the audit staff and in charge of manpower allocation for 40 people.

Expected Salary: RM9,300

## **ACCOUNTANT (KEPONG) – CC1203**

ACCA holder. Early 30's with 13 years of experience in accounting role. Responsible to oversee financial and management reporting, budgeting and forecasting, internal controls, financial analysis, cash management, treasury, tax, audit and corporate/statutory compliance. Also, assisted in preparation of financial Reports for BOD meeting.

Expected Salary: RM11,000

## **GL-ACCOUNTS EXECUTIVE (SERI KEMBANGAN) – IT1205**

Mid to late 20s with a Degree in Accountancy. Altogether worked 4 years in accounting, 1<sup>st</sup> year is doing full sets of accounts. In a retail company. Currently worked for 3 years as an Accounts Executive specifically handling GL in a shared service environment.

Expected Salary: RM5,500

## **TAX REPORTING SPECIALIST (KLANG VALLEY) – SK1202**

ACCA qualified. Late 30's with 6.5 years of working experiences. Of which 1 year in finance reporting, 2 years in audit with one of the big 8 audit firm and latest 3.5 years in Tax with Oil & Gas MNC. Hands on handling tax filling for Saudi regions with US GAAP exposures. Responsible in review and submission of management reports for Tax provision models and balance sheet notes.

Expected Salary: RM9,000

## **SENIOR TAX EXECUTIVE (KLANG VALLEY) – MC1204**

Association of Chartered Certified Accountant (ACCA). Late 20's with more than 5 years of experience as Tax Associate. Industry involved: Trading & Services, Manufacturing and SMEs mainly in Consulting Services. Knowledge in managing and solving tax issues raised by IRB (tax audit, investigation, etc). Familiar in Tax system: brasstax,

Expected Salary: RM5,500

## **SENIOR TAX EXECUTIVE (KLANG VALLEY) – MC1205**

BA (Hons) in Accounting. Early 30's with more than 5 years of total working experience mostly in TAX firm exposure. Hands on experience from SME companies (Training, Consulting and Manufacturing Industry). Knowledge in preparing and monitoring estimation tax payable (CP204/CP204A). Basic knowledge on Goods and Service Tax.

Expected Salary: RM4,800

## **FINANCIAL REPORTING MANAGER (KLANG VALLEY) – YY1205**

MIA certified and Degree in Accountancy. Early 30's with total 7 years of accounting experience mainly in insurance industry with 1.5 years of audit experience in earlier employment. Experienced in financial reporting and analysis, business reporting, statutory reporting.

Expected Salary: RM8,000

## **FINANCE MANAGER (KAJANG) - ML1203**

Early 30's, an ACCA holder with an MBA and Degree in Applied Accounting. In total around 8 years of accounting functions, with recent years in shared service and regional accounting role. Was previously a GL Team Lead for 8 GL analysts supporting APAC region. Recently got a transfer/upgrade to be a Finance Manager overseeing full-set accounting functions due to internal restructuring. Experienced in 2 migration projects, i.e. migrated the accounting tasks from ANZ to Malaysia's hub and migration of GL function from SG to Malaysia & process harmonization. Experienced and is using SAP.

Expected Salary: RM12,500

## **CREDIT CONTROL EXECUTIVE (PETALING JAYA) – SC1201**

Degree in International Business. Late 20's with closed to 4 years of working experience as a Credit Control Executive that responsible to handle monthly collections target by sending reminder letter and as and when required to visit clients for cheques collection or deliver invoices. Besides, prepare weekly AR reports and attend to AR review. Familiar and an advanced user for Microsoft Excel – VLOOKUP & Pivot Table. Good communication skills.

Expected Salary: RM3,500

## **TREASURY EXECUTIVE (CHERAS) – SC1204**

Degree in Finance, Accounting and Management. Early 30's with more than 4 years of working experience in cash flow management function for the group of companies, as well as handles operation for bank reconciliation, AR, and Treasury. Besides, preparing and monitoring relevant reports. Sounds knowledgeable and experienced in using SAP system. Good communication skills.

Expected Salary: RM5,500

## **SENIOR TREASURY EXECUTIVE (SERI KEMBANGAN) – SC1205**

Degree in Accounting. Mid 30's with solid working experience included 3 years as Account Executive and 6 years as Treasury Executive that reporting to Treasury Manager to provided assistance on fund management including cash flow forecasting/projection, prepare and process treasury transaction and documents, update daily cash flow reports, etc. Good communication skills.

Expected Salary: RM5,500

## **FINANCE MANAGER (KAJANG) – NH1203**

Masters in Business Studies and a certified AIA member. Late 40's with more than 20 years of working experience in leading corporation's financial management mainly from manufacturing industries. Exposure in setting up a new private company with experience in implementing new financial control procedures in previous company. Well verse in basic SAP, IFRS, GST Accounting and Reporting among other matters.

Expected Salary: RM12,700



## **ACCOUNTANT (PUTRAJAYA) – NH1205**

Degree in Accounting. Early 30's with more than 7 years' of working experience in finance and accounting. Recently involved in implementing ERP project for accounting and conducting finance process restructuring. Good knowledge in using SAP system due to previous experience in an MNC finance shared services company. Also possesses audit experience for 2 years in early career.

Expected Salary: RM5,300

## **ACCOUNT EXECUTIVE (KLANG VALLEY) – SJ1203**

Advance Diploma in Commerce (CIMA), Mid 20's with 3 years of working experience in accounting industry. Preparation of the full set of accounts. Handle accounting daily activities from various companies and clients. Familiar with Accounting Software such as MYOB, UBS, AutoCount, SQL and Financial Analysis Software such as MYBIS.

Expected Salary: RM4,000

## **AUDIT CUM TAXATION SENIOR EXECUTIVE (KUALA LUMPUR) – SJ1204**

ACCA Holder. Mid 20's with 4 years of working experience in audit field. 4 years of attachment with an accounting firm with responsibility in full process of audit & consolidation process on small & medium size companies. Handling account reconciliation, computing tax assessment, Strong understanding of the accounting process and the system flow for various businesses.

Expected Salary: RM4,500

## **SENIOR AUDIT EXECUTIVE (KUALA LUMPUR) – SJ1205**

Bachelor Degree in Banking & Finance. Mid 20's with 4 years of working experience in audit field. 4 years of attachment with an accounting firm with responsible in full process of audit & consolidation process on small & medium size companies. Able to cope with fast-paced environment and adapt to various circumstances prioritizing numerous work assignments simultaneously.

Expected Salary: RM5,500

## **ADMINISTRATION**

### **CENTER OPERATIONS MANAGER (KUALA LUMPUR) – SC1202**

Degree in Business Information Systems. Mid 30's with more than 12 years of working experience within one same organization. Started as part of the Order Management team to provide support on order processing, and was promoted to become Sales Transaction Support Operation Manager and managing a team of 18 members. The team is focusing on the post-sales support processing and is supporting to APAC countries. Good communication skills.

Expected Salary: RM8,500

### **SALES SUPPORT EXECUTION MANAGER (PETALING JAYA) – SC1203**

Degree in Statistic. Early 30's with more than 7 years of working experience within one same company. Started as a junior executive for a year and was promoted to Team Leader for 5 years. Currently as a Sales Support Execution Manager to manage 2 teams that consists of 18 members. Provide end to end sales support function (segregate to pre-sales and post-sales team) and is supporting to ASEAN. Experienced in assist project migration and manage a new set up team. Good communication skills.

Expected Salary: RM8,000

### **ASSISTANT MANAGER (UNIVERSITY) (KLANG VALLEY) – JY1202**

Late-20's, with a Bachelor of Marine Science (Marine Biology). Has 3 years' working experience handling student timetable, venue allocation, venue booking, etc. In-charge of Exam matters – examination timetable, question papers, invigilation duty, etc. Handling student matters – student bill, course registration, etc. Secretary for Faculty Purchasing Meeting, compile Faculty Budget, assist in Postgraduate programme and so forth. Having 1 year experience as a Global Support Executive handling payments Processing to ensure all payments are processed accurately and in a timely manner, complying all appropriate procedure

Expected Salary: RM3,300

### **ADMINISTRATIVE & MARKET LIAISON SUPPORT (KLANG VALLEY) – JY1203**

Degree holder in Management, Late 20's with a total of 9 years' working experience in HR, Admin and Account support. Currently supporting European and Thailand customer from 4pm -11pm. Analyze order from sales team, check price, key in order intake in excel file, process Quotation, Sales Order (SO) in the system to ensure that delivery is as requested by customers. Prepare and release purchase orders (PO) to Indonesia supplier and create credit note (CN), etc. Handle 500 purchase orders per month. Update and monitor customers' classifications and products information in the SAP system database.

Expected Salary: RM3,600

### **ADMIN EXECUTIVE (SETAPAK) – JY1205**

Late 20's with a Bachelor of Banking. Has around 2 years of working experience as an Admin Executive in investment industry. Responsible mostly in general administration task including pantry replenishment, courier service, photocopy, etc. Also responsible for assisting Account Executive to prepare payment, searching for quotation, prepare purchase order, key in payment entry using UBS accounting system, etc. Previous experience in preparing payment voucher, support 50+ payments, prepare cheque, key in payment in MYOB, prepare supplier reconciliation, etc.

Expected Salary: RM3,000

## CUSTOMER SERVICE

### **CUSTOMER SERVICE EXECUTIVE (KLANG VALLEY) – MM1201**

Mid 30's with a Diploma in Hospitality and Tourism Management. Has 3 years of working experience. Hands-on customer service exposure from insurance, banking and telco industries. Good in handling customer's problem, inquiries, preparing the customer service reports and assisting in incoming and outgoing calls.

Expected Salary: RM3,500

### **CUSTOMER SERVICE EXECUTIVE (KLANG VALLEY) – DC1202**

Late 20's with a Diploma in Finance, Accountancy & Banking. Experienced in communicating and developing relationship with customers in general with 8 years of working experience in customer service and HR fields. Exposed in different type of products such as electrical & electronics components, communications, automation, industrial, maintenance, repair & operating, advanced supply chain management and logistics services.

Expected Salary: RM3,800

### **HEAD OF CALL CENTRE (KLANG VALLEY) – BC1205**

Degree in Business Studies. Mid 30's with more than 12 years of experience in driving world class customer service delivery (inbound & outbound + Telesales) and operations management. Currently leading a team of 3 Managers (Support & Quality / Training), 15 Team Leaders for 15 countries, 6 Quality & Training Specialists and 225 support Agents. Good communication skills.

Expected Salary: RM18,000

## ENGINEERING

### **FIELD SERVICE ENGINEER (KLANG VALLEY) – PH1201**

Bachelor Degree of Biomedical Engineering, early 30's with total of 5 years working experience in medical equipment industry. Someone with proven track record in technical, pre-sales and post-sales customer support, engineering, design and implementation; has vast knowledge in application system programming and development; results-oriented and passionate; with a driven spirit and optimistic.

Expected Salary: RM4,500

### **FIELD SERVICE ENGINEER (KLANG VALLEY) – PH1203**

Master of Science in Cell Biology and Bachelor Degree of Biomedical Science, mid 20's with total of 2 years working experience as Medical Underwriter in an MNC Insurance Company. Currently looking out for a better opportunity as outdoor service engineer.

Expected Salary: RM3,200

### **TECHNICAL SERVICE & SALES MANAGER (KLANG VALLEY) – MM1202**

Late 30's with a Degree majoring in Polymer Technology. Has more than 14 years of total working experience mostly in technical service and sales exposure. A highly experienced Sales Executive who has demonstrated the ability to lead diverse teams of professionals to new levels of success in a variety of highly competitive industries. Strong technical and business qualifications with impressive track record of more than 10 years of experience in strategic planning, technical service, business unit development, project & product management and system engineering strategies. Proven ability to successfully analyze an organization's critical business requirements, identify deficiencies & potential opportunities, and develop innovative & cost-effective solutions for enhancing competitiveness, increasing revenues and improving customer service.

Expected Salary: RM13,000

### **PROJECT ENGINEER & AFTER SALES ENGINEER (KLANG VALLEY) – DC1201**

Bachelor of Mechanical Engineering with GDL License. Late 20's with 3 years of progressive working experience in delivering, installation, as well as testing and commissioning on the compressed air system equipment. Has done installing air tanks, air compressors, air driers, filters and regulators and valves and experienced in troubleshooting, servicing varies of air compressors in term of power 10Kw – 90Kw for nationwide clients. Professional certified in Autodesk Inventor 2013, Oil and Gas Safety Passport, CIDB course – Green Card & attended Vacuum Utility Training.

Expected Salary: RM3,400

### **FACILITY MANAGER (PETALING JAYA) - ML1201**

Late 30's and a Degree holder in Building Surveying with collectively around 13 years' experience of facilities and project management, largely in global facility services company. Currently a Facilities Manager based in a Telco company, overseeing 13 floors. Managing a team of 35 direct reports, and reports to General Manager. Previously experienced in managing facilities for a property consisting of 4-storey shipping mall, 16-storey office block and 4-storey carpark. Experienced with dealing with senior stakeholders including C-level members, senior expatriates across APAC.

Expected Salary: RM9,000

### **SENIOR FACILITIES ADMINISTRATOR (PETALING JAYA) - ML1202**

Early 30's with a Master's Degree in Facilities Management and a Degree in Building Surveying. Has over 9 years of facilities and building management experience, covering shared services, property developer and facility consulting firm for airport. Currently the only Facility Specialist overseeing 2 offices consisting of an IT shared service and a 24/7 call centre (i.e. 2 floors in Bangsar and 4 floors in One City). Currently reporting to the Global Facility Manager based in India, and managing contractors for cleaners and security. Experienced in dealing with senior internal stakeholders, including expatriates (e.g. Chairman from the Philippines.)

Expected Salary: RM8,000

## **ASSISTANT PRODUCTION MANAGER (SEREMBAN) - ML1204**

Mid 40's and a degree graduate in mechanical engineering. More than 8 years in production with 10.5 years in process engineering and process improvements background. Has 6.5 years of management experience in production. Joined a British manufacturer as Asst. Production Manager and was one of the pioneers involved in setting up the new plant. Applied lean manufacturing concept. Was reporting to GM, and after that directly to Plant Director (expat from UK). Experienced in leading a production team of 120 to 130 manpower. Experienced in dealing and reporting to senior stakeholders and expatriates. Experienced in Lean Manufacturing, FMEA, QCC Tools, etc. Just recently joined a public listed life science company on a 1-year contract position as Production Manager, leading a production of 100.

Expected Salary: RM7,000

## **FACTORY MANAGER (KLANG) – NH1201**

Degree in Mechanical Engineering. Mid 30's with more than 12 years of working experience in metal components manufacturing company. In depth knowledge in operation process, process study, process improvement, process standard time, etc. Familiar in handling and programming of CMM and able to do programming in 3D-CNC wire bending machine. Responsible for the overall production activities including overseeing production personnel, planning and scheduling production for stock levels and delivery.

Expected Salary: RM14,000

## **ASSISTANT GM, MANUFACTURING (KLANG) – NH1204**

Degree in Mechanical Engineering. Early 40's with 20 years of experience in manufacturing production and operations management. Major expertise in brass and steel industries. Heads production, engineering, planning, logistics and warehousing departments and familiar with continuous improvement process implementation to increase productivity and machine efficiencies. Reports directly to GM, Executive Director and Group Chairman. Responsible for 300 workforce including first line managers for 5 departments.

Expected Salary: RM17,000

## **ETC.**

## **PHARMACIST (KLANG VALLEY) – PH1202**

A registered Pharmacist with Pharmacy Board of Malaysia graduated in Bachelor Degree of Pharmacy, early 30's with total of 8 years working experience in private hospital, general hospital and retail pharmacy store. Someone with excellent English communication, pleasant personality and pleasing appearance.

Expected Salary: RM7,000

## **DEALER PRINCIPAL (KLANG VALLEY) – MM1203**

Late 30's with Advanced Diploma in Mechanical Engineering. Have more than 12 years of total working experience. Good hands-on exposure in automobile industry and well known on the products knowledge, process flow, standard of procedures and management as well. Have good relationship with dealers and customers in Malaysia. Well versed in dealer development.

Expected Salary: RM15,000

## **SENIOR OPERATION IMPROVEMENT ENGINEER (KLANG VALLEY) – CL1201**

Master in Engineering. Mid 30s. A continuous improvement practitioner and Lean SS black belt certified. Over 10 years of process improvement experiences. Pioneering Lean Six Sigma culture in a well-known manufacturing plant, driving and implementing the process to achieve cost saving and productivity turnaround time. Exposure in manufacturing engineering and Oil & Gas industry.

Expected Salary: RM15,000

## **LEAN MANAGER (KLANG VALLEY) – CL1202**

Master in Engineering. Early 40s. More than 15 years of professional experiences in multinational organization, with the latest 9 years in lean manufacturing, process evaluation and improvement capacity for well-known manufacturer. Currently a lean expert executing end to end Continuous Improvement program across the region. Multilevel engagement – From Cow farm production, factory, retails to sales & marketing. Experienced in driving cost saving and operational turnaround process, and a seasoned CI leader who has led several major CI projects in the region that yielded operational and economic benefits.

Expected Salary: RM16,000

## **BUSINESS MANAGER (PETALING JAYA) – CL1203**

Bachelor in Science Management. Mid 30s. 15 years of professional working experiences across various industries i.e. Telco, FMCG and Banking. Strong core forte in marketing & business development, channel management, pre-sales, B2B and B2C marketing. Currently in charge of channel marketing, new market analysis and product developments. Was also tasked to analyse existing overall market environment to identify potential business opportunities.

Expected Salary: RM11,000

## **NUTRITIONIST (KLANG VALLEY) – TK1204**

Bachelor of Science (Hons) in Food Science and Nutrition. Late 20's with closed to 5 years of working experience as nutrition advisor and nutritionist in the health care industry. Work closely with product managers to provide products information and nutrition advice to consumers.

Expected Salary: RM4,500



## **ASSISTANT MANAGER – CLAIMS DEPARTMENT (KLANG VALLEY) – SL1203**

Degree in Insurance. Early 40's with total of 13 years working experience in the Insurance Industry, with good exposure in claims processing – supporting local and Singapore customers. Exposed to handling various types of insurance claims such as Personal Accident, Hospitalization and surgical, travel insurances and general insurance claims. Familiar with end to end of claims processing (minor & major claims), evaluating assessments skills, managing countersign cases and claims denial issue, monitoring the CMS system, QA (SLA & TAT level monitoring), etc. Possess additional certificate from Singapore College of Insurance.

Expected Salary: RM5,100

## **SENIOR LOGISTICS EXECUTIVE (KUALA LUMPUR) – DV1203**

Diploma in Finance / Accounting. Early 30's with closed to 6 years plus of working experience in logistics and shipping line. Handles import & export documentation, shipment arrangement, source and negotiate for competitive transportation & shipping freight rates, costing & renewal application for MITI. Work closely with freight forwarders, suppliers, buyers and ensure compliance to Internal Trade & Custom Regulations.

Expected Salary: RM5,500

## **SENIOR LOGISTICS EXECUTIVE (KLANG) – DV1204**

Bachelor Science Degree of Information System. Mid 30's with 12 years of working experience in logistics & shipping. Experienced in handling shipping documentations, procedure for import & export, analyses stock and inventory management, stock reconciliation, monitor delivery process including transport, stock movement, cost negotiation & service performance of 3PL, vendor and freight forwarders.

Expected Salary: RM5,500

## **SENIOR LOGISTICS EXECUTIVE (KUALA LUMPUR) – DV1205**

Bachelor of Arts (Hons) in International Business. Early 30's with closed to 6 years of working experience in logistics role. Responsible for import & export activities, handles logistic documentation and transportation which includes local trucking, haulage and warehousing arrangements. Works closely with external Supplier, Freight Forwarders, Inventory, Warehouse and Operations to ensure shipments delivery.

Expected Salary: RM5,000

## **CORPORATE COMMUNICATION EXECUTIVE (CHERAS) – CC1204**

Bachelor's Degree in Business Management and Human Resource Management. Mid'30s with 3 years of experience in corporate communication and another 7 years of experience in education line as academic advisor/coordinator. The candidate assisted in the Group's annual report production, preparation of newsletter and other editorial tasks, such as drafting and editing corporate collateral contents, press releases, speeches, etc. Also, experienced in planning and organizing corporate events and CR programmes.

Expected Salary: RM4,500

## **GDL DRIVER (BANGSAR SOUTH) – IT1202**

SPM. Early 30s with 3 years' experience as a GDL Driver cum storekeeper delivering mechanical items, as well as 10 years' experience as dispatch clerk for a shared services center and 1 year as courier dispatch for a courier company. Has GDL license and is able to start immediately.

Expected Salary: RM2,200

## **RISK MANAGEMENT SENIOR EXECUTIVE (KLANG VALLEY) – YY1201**

Degree in Economics. Mid 30's with more than 5.5 years of risk management experience mainly for public listed and private companies. Experienced in operations risk management, strategic risk management, and project risk management. Experienced in risk assessment, Enterprise Risk Management, ORION Reporting, Q-Radar, ISO 9001:2008, etc.

Expected Salary: RM5,000

## **LOGISTICS OPERATION MANAGER (PUCHONG) – NH1202**

Degree in Business Administration. Late 40's with more than 21 years of working experience in logistics industry. Experienced in managing inbound and outbound operations as well as inventory and warehouse operations. Knowledge in customs brokerage activity and compliance. Well exposed in managing 3PL operations. Major exposure in working with MNC companies and next career direction will prefer to be in a logistics firm.

Expected Salary: RM11,500

## HUMAN RESOURCES

### SENIOR HR EXECUTIVE (KLANG VALLEY) – MM1204

Late 20's with a Degree holder in Human Resource Management. Has more than 5 years of total working experience. Hands-on experience in handling end to end process of recruitment, talent management, capability management, training & development and project management as well.

Expected Salary: RM7,000

### HEAD OF RECRUITMENT (KLANG VALLEY) – BC1204

Degree in Business Management. Early 40's with over 10 years of recruitment experience in both commercial and consulting industries. Currently reporting to APAC Regional VP and leading a team of 8, supporting Malaysia, Singapore, Australia and China. Current major KPIs consist of talent acquisition management, vendor & contract management and stakeholder management with 50% in strategic focus and 50% in operational focus.

Expected Salary: RM13,000

### HR SENIOR EXECUTIVE (KLANG VALLEY) – YY1202

Degree in Business Management. Early 30's with total 9 years of HR experience mainly in manufacturing industry. Experienced in full spectrum of HR and Admin operations except payroll. Experienced in recruitment, training administration, C&B administration, foreign worker management, industrial relations, employee relations, etc.

Expected Salary: RM5,800

### HR EXECUTIVE (KLANG VALLEY) – YY1203

Degree in Human Resources Management. Mid 20's with total 2 years of HR experience mainly in construction industry. Experienced in full spectrum of HR and Admin operations except payroll. Experienced in recruitment, training administration, C&B administration, foreign worker management, industrial relations, employee relations, etc.

Expected Salary: RM3,500

### HR SENIOR EXECUTIVE (KLANG VALLEY) – YY1204

Diploma in Human Resources Management. Early 30's with total 7 years of HR experience mainly in digital and investment holdings companies. Experienced in full spectrum of HR and Admin operation. Experienced in recruitment, training administration, payroll administration, C&B administration, foreign worker management, industrial relations, employee relations, etc.

Expected Salary: RM3,500

## INFORMATION TECHNOLOGY

### NETWORK SPECIALIST – PRESALES ENGINEER (KLANG VALLEY) – BG1201

Bachelor Degree in Electronic Engineering majoring in Telecommunication. Early 30's with 8 years of working experience in IT industry. Certified ITIL, VMware vSphere 6 Foundations, CCNP, CCDA, MCTS, MCITP: EA. Involved in presales activities such as tendering, response to customer's request. Experienced in providing 2<sup>nd</sup> level support for network. Supporting Asia Pacific, North and South America Region. Knowledge of networking protocols such as LAN/WAN, routing, switching, wireless and virtualization. Good verbal communication in English.

Expected Salary: RM12,500

### IT FIELD TECHNICAL SUPPORT (KLANG VALLEY) – BG1204

Bachelor Degree in Artificial Intelligence. Mid 20's with more than 2 years of working experience. Providing preventive maintenance for hospital and clinic. Experienced with installing, maintaining and troubleshooting of computer software, hardware and network. Configuring IP address, backup server, changing tape and other necessary things. Experienced with PC, network, printer and server deployment. Responsible for deploying hardware, setup Cisco router, server and network cabling.

Expected Salary: RM3,500

### SENIOR SOLUTION SPECIALIST / PROJECT MANAGER (KLANG VALLEY) – BG1205

Diploma in Computer Science. On-going Bachelor Degree in Information Technology. Certified MCITP, MCTS. Attending CCNA course. Early 30's with 10 years of working experience. Involved in pre and post sales activities. Preparing and ensuring solutions to meet customer requirements with competitive edge and differentiation. Process research and development to create new up to date infrastructure and solutions. Providing consultancy on IT infrastructure including network, security, hardware and solution. Responsible for creating proposals and responses to request for quotations/request for proposals.

Expected Salary: RM6,000

### UAT TEST SPECIALIST (KLANG VALLEY) – SK1201

Bachelor of Business Administration. Early 30's with closed to 7 years of testing experience in banking systems. Solid experience in SIT (System Integration Test) and UAT (User acceptance test) for several banking systems. Hands on experience in preparing test strategy, test plan, test scripts and test cases. Responsible for user request specification document preparations too for new products / existing system enhancement.

Expected Salary: RM6,000

### SAP MM SPECIALIST (KLANG VALLEY) – SK1205

Bachelor of Computer Science. Late 20's with more than 5 years of experience in SAP ERP functional supporting, specialized in MM, SD, and WM. Hands on experience in SAP MM functional support, from change request to system configurations for ASEAN and Europe countries. Experienced in regional project implementation / migration too (Singapore).

Expected Salary: RM6,000

## **NETWORK ENGINEER (KLANG VALLEY) – MC1202**

Bachelor Degree in Computer Science. Early 30's with more than 3 years of working experience as IT roles, mainly handling call centre with global clients. Familiar in Active Directory to create accounts, reset passwords, adding AD groups, setting IP phone numbers, moving accounts to different OU containers. Hands-on experience IT troubleshooting, handling 24/7 shift. Perform network configurations, IREG testing & launching for roaming inbound/outbound services.

Expected Salary: RM4,700

## **NETWORK ENGINEER (KLANG VALLEY) – MC1203**

Diploma in Information Technology. Mid 30's with more than 8 years of working experience in IT Level 2 support, mainly supports in troubleshooting exchange, windows, Microsoft Office Suite and using active directory. Familiar with SDM ticketing systems in order to route or resolve customers IT requests.

Expected Salary: RM4,500

## **IT EXECUTIVE (KLANG VALLEY) – MC1201**

Degree in Information Technology. Mid 20's with more than 2 years' experience as an IT Technical Executive (System Engineer) in Banking industry. Good understanding in installing, configuring, testing and maintaining operating systems application software and system management tools. Managing Virtual (VMware vSphere 5.0) and Physical Server (Dell Power Edge), Windows Server, Microsoft Windows, and Active Directory. Familiar in JavaScript, PHP and MySQL.

Expected Salary: RM4,000

## **PUBLIC RELATION/COMMUNICATIONS**

### **SENIOR PROJECTS EDITOR cum COPYWRITER (KLANG VALLEY) – SL1204**

Diploma in Business Studies. Late 30's with more than 17 years of working experience, exposed to the publications and MLM industry – mainly as a Beauty Writer, Currently being the Special Projects Editor, in charge of planning, writing and editing special projects (both magazine & digital), as well as managing the contents from editorial planning to final layout. Experienced working closely with celebrities & Key Opinion Leaders, editorial development, proofreading, coordination of publication arrangements, video, digital and web content management, and actively involved in the A&P events and activities.

Expected Salary: RM7,000

### **MARKETING COMMUNICATIONS MANAGER (KLANG VALLEY) – SL1205**

Diploma in Mass Communications. Late 30's with more than 13 years of working experience, well exposed to marketing, PR and event managements in different industries. Familiar with PR & publicity, CSR & sponsorship managements, events coordination, copywriting & translations, and internal & external communications. Strong in stakeholder management as well.

Expected Salary: RM7,000

## **SALES/MARKETING**

### **TECHNICAL SALES ENGINEER (KLANG VALLEY) – BG1202**

Bachelor Degree in Computer Science. Early 30's with 6 years of working experience in IT industry. Certified Microsoft Certified Solutions Associate – Office, Microsoft Certified Solutions Associate – Window Server 2012 & 2016, Microsoft Certified Solutions Expert – Cloud Platform and Infrastructure, Private Cloud, Messaging & Productivity. Responsible for working closely with principal, sales and business development team. Involved in presales activities. Assist business partners and provide consultation to customer.

Expected Salary: RM7,500

### **SALES MANAGER (KLANG VALLEY) – BG1203**

Diploma in Computer Science. Early 40's with 20 years of working experience. Experienced in managing corporate accounts for sales of products. Responsible for gathering market intelligence and managing marketing activities. Looking for new clients through various events, cold calling, working with partners. Handling Microsoft Dynamics NAV, Microsoft Dynamics Cloud, Qlik BI, Planning and Mobility Solutions, SAP products, ERP products and Web Conferencing Solutions.

Expected Salary: RM15,000

### **PRODUCT MARKETING MANAGER (SHAH ALAM) – CL1204**

Master Degree in Computer Science. Early 40's. 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

### **HEAD OF DEPARTMENT, PARTS SALES (KLANG VALLEY) – TK1201**

Master In Business Administration (MBA). Late 30's with 14 years of experience in Automotive industry. 5 years of working experience in production and 9 years of sales experience in vehicle parts sales. Currently leading the country sales team in parts division, overseeing more than 10 team members.

Expected Salary: RM9,500

### **SALES COORDINATOR EXECUTIVE (PETALING JAYA) – TK1202**

Bachelor's Degree in Interior Architecture & Design. Mid 20's with 4 years of sales experience. 1 year in banking sales and 3 years in building materials as a sales coordinator. Well versed with sales process as sales person or sales coordinator. Familiar with Autocad, 3dMax and Sketchup. Possess PCE, CEIL and FIMM license.

Expected Salary: RM5,000

## **SENIOR SALES MANAGER (KLANG VALLEY) – BC1201**

A British expatriate with a GCSE holder. Mid 50's with over 18 years of hands-on and sales management experience in international recruitment. A people leader by having strong network with vast global corporate clients within IT, telco and oil & gas industries within Asia, Middle East, UK and Europe regions. Excellent communication skills.

Expected Salary: RM20,000

## **REGIONAL TELEMARKETING MANAGER (KLANG VALLEY) – BC1202**

Degree in Commerce (Marketing & Management). Early 40's with over 10 years of telemarketing management experience in ICT industry, mainly within APAC region. Currently leading a team of > 10 telesales staffs to cater B2B market. Good communication skills.

Expected Salary: RM19,000

## **SALES EXECUTIVE (KLANG VALLEY) – CC1205**

Bachelor's Degree in Materials and Manufacturing Engineering. Mid 20's with 3 years of sales experience. Experienced in selling coating resins and various specialty polymers. Candidate also has exposure in masterbatch products. Good communication skills and good sales track record.

Expected Salary: RM6,500

## **TELESALES EXECUTIVE (AMPANG) – IT1203**

Mid 30's with a Diploma in Machining Engineering. Have altogether 10 years of customer service/telesales experience in banking line. First 3 years worked as a Customer Service handling both banking and credit card products. After that, worked 7 years in an overseas bank handling both Telesales and Customer Service. Available immediately

Expected Salary: RM3,800

## **REGIONAL SALES MANAGER (KLANG VALLEY) – SK1203**

Diploma in Business Management. Mid 20's with 5 years of solid sales management / client acquisition experience in several industries, from banking/finance to corporate services. With proven sales track record. Active exposure to regional sales / management since early 2017. Hands on local market BPO / call centre set-up for The Philippines and currently focusing on Jakarta / Surabaya. Overseeing full operations of the new set-up including sales & marketing, except HR & finance. Been to Thailand market for crisis resolution for 2 weeks too. Achieved the KPI for both countries – 3 months breakeven for new set-up. Flat reporting structure in current company, reporting to the CEO.

Expected Salary: RM8,000

## **SALES ENGINEER (PENANG) – SK1204**

Bachelor of Chemical Engineering. Mid 20's with more than 3 years of overseas working experience (Singapore and Shanghai). Began the career as project engineer and started to be involved in business development field since early 2017, handled full spectrum of project tendering processes from proposal preparation, budgeting, scheduling, client presentations up to closing. Recent 4 months moved to China as Sales Engineer for industrial air filtration systems. Target clients are semiconductors and LED production manufacturing plant. Managed to acquire a new client and secured a project valued RMB1.5m during this short period of time.

Expected Salary: RM4,500

## **ASSISTANT PRODUCT MANAGER (KLANG VALLEY) – YP1201**

Bachelor's Degree in Business Studies. Early 30's with more than 10 years of working experience mainly in the marketing field, mainly attaching to MLM companies. Experienced in creating promotion mechanics to boost product sales volume, planning for new products' launching, monitoring flow process on monthly promotion brochure, taking care of products inventory, conducting survey on competitors' products, etc. With exposure in handling cosmetic products including fragrances.

Expected Salary: RM5,500

## **PRODUCT DEVELOPMENT AND SOURCING EXECUTIVE (KLANG VALLEY) – YP1202**

Bachelor's Degree in Nutrition. Mid 20's with 2 years plus of experience as a Product Development Specialist, currently in the beauty industry handling skin care products. Exposed in proposing and developing new skin care products, including the packaging, concept and context of products, conducting marketing survey to ensure the products' competitive ability, product launching, etc.

Expected Salary: RM3,750

## **MARKETING EXECUTIVE (KLANG VALLEY) – YP1203**

Bachelor's Degree in Marketing. Late 20's with closed to 4 years of working experience in the marketing field. Currently handling a Korean derma cosmetic brand with responsibilities in developing marketing materials, conducting product training, negotiating with media for press release purpose, involving in social media campaigns, etc.

Expected Salary: RM3,800

## **BRAND EXECUTIVE (KLANG VALLEY) – YP1204**

Bachelor's Degree in Marketing and Management. Late 20's with 8 years of experience in the marketing field including 4 years of experience as a product/brand executive, and 3.5 years in the banking industry. Currently attaching to a leading distributor of premium brands of fragrances and cosmetics with responsibilities in developing product launching activities, market visitation, monitoring brand visuals, etc.

Expected Salary: RM4,500

## **MARKETING EXECUTIVE (KLANG VALLEY) – YP1205**

Bachelor's Degree in International Business. Late 20's with closed to 3 years of experience in the marketing field mainly handling skin care products. With experience in planning for seasonal promotions, handling loyalty program, organizing advertising campaigns, preparing marketing materials, etc.

Expected Salary: RM4,000



## SECRETARIAL/PERSONAL ASSISTANT

### SECRETARY / PA (KLANG VALLEY) – MM1205

Late 20's with Degree in Business Studies. Possesses more than 4 years of total working experience mostly in HR, secretarial, and administration. Hands on experience in handling full spectrum of secretarial tasks such as preparing presentation slides, writing business proposal, handling all documentations, filing, assisting the senior management level in arranging accommodation, flight booking, personal matters and attending meetings when required.

Expected Salary: RM4,500

### SECRETARY (KUALA LUMPUR) – SL1201

Bachelor's Degree in Corporate Administration. Mid 30's with total of 14 years of experience working closely with Chairman and Managing Director in public listed companies, as well as private and foreign portfolios. Experienced with PA/Secretary & Executive Assistant tasks, corporate affairs management, itineraries & travel arrangement planning, business acumens, coordinating JV business, corporate governance, etc.

Expected Salary: RM10,000

### SECRETARY/PA (KLANG VALLEY) – SL1202

An Associate Member (ACIS) of the Malaysian Association of Institute of Chartered Secretaries and Administration (MAICSA) and a Registered member of MAICSA. Early 40's with total of 17 years' working experience, working closely with Chairman and Directors with public listed companies, as well as private and foreign portfolios. Experienced with PA/Secretary tasks; office systems, call screening, background research, documentations processing, travelling arrangements, accounts & budgets, meeting notes, decision making, etc. Also exposed to Company Secretary role for several years.

Expected Salary: RM9,000

## SUPPLY CHAIN

### LEAD BUYER (KLANG VALLEY) – CL1205

Master in Business Studies. Mid 30s. More than 10 years of purchasing and vendor management experience. With the latest 6 years in supply chain and procurement profession. Solid negotiation and sourcing experiences. Currently an indirect purchaser for Asia Region. Day to day Purchasing Request processes of average 30 to 50s. SAP system experiences.

Expected Salary: RM7,500

### BILLING EXECUTIVE (KLANG VALLEY) – TK1205

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

Expected Salary: RM4,300

### REGIONAL TRADING MANAGER (KLANG VALLEY) – BC1203

Degree in Business Administration. Late 20's with nearly 10 years of experience in supply chain, trading and shipping management, mainly with a global building materials company. Experienced in strategic sourcing, contract management, supplier management and cost reduction. Last position was reporting to CEO, Trading Unit and managing a team of 3 – Exports and Trading Manager & Specialists. Major KPIs consist of managing cost reduction, EBITDA, volume delivery, OTIFIC and cash management. Good exposure in SAP system. Well versed in import & export processes.

Expected Salary: RM13,000

### PURCHASING EXECUTIVE (SELANGOR) – PM1204

Bachelor of Business Administration (Hons) Entrepreneurship. Late 20's with 7 years of working experience in purchasing. Currently a Purchasing Executive in bathroom solution industry, involving in many hotel, commercial building and housing projects. 20%-30% of job scopes focuses in sourcing as mostly dealing with existing vendors/manufacturers. Experience in PO processing, quotation preparation, etc. Expertise in sourcing and purchasing of construction and building material too.

Expected Salary: RM5,500

### PROJECT PURCHASING EXECUTIVE (KUALA LUMPUR) – PM1205

Bachelor of Arts (Hons) in Marketing. Late 20's with 5 years' working experience in purchasing, active in sourcing, negotiation and PO processing. Current role covers Malaysia, Singapore, Germany and China. Proficiency in SAP system and able to articulate well. Excellent academic achievement – TARC Scholarship, USCI Foundation Scholarship & First Class Honour achiever.

Expected Salary: RM6,000

### SENIOR PROCUREMENT EXECUTIVE (SUBANG JAYA) – IT1204

Early 30's with a Bachelor Degree in Business Studies. Have 7 years of working experience in purchasing. Worked a year and a half at a car rental company mainly purchasing cars, car accessories, etc. Also worked 5 years in an automotive company, mainly handling procurement.

Expected Salary: RM5,500

### NPI & CHANGE SUPPLY CHAIN EXECUTIVE (PUCHONG) – IT1201

Mid 30s with a Degree in Chemical Engineering. Have 9 years' experience in NPI & Supply Chain. Apart from that, also have a few years' experience as a Production Engineer. Main job tasks include attending product inquiry either by email or phone calls. Handle enquiries for product sourcing, complaints and product modification. Available immediately.

Expected Salary: RM3,500



## **SUPPLY CHAIN & PRODUCTION CONTROLLER (KLANG) - ML1205**

Early 40's with a completed ACCA and Advanced Diploma in Financial Accounting. Collectively more than 17 years of experience in accounting and finance experience across manufacturing and shared service industries, with previous background in external auditing. Currently a Supply Chain & Production Controller involved in manufacturing accounting and controls for a building material manufacturer, managing for both factory and business side. Reports to a Regional Finance Director, and looking into stock/inventory under Supply Chain and Production functions from financial perspectives. Responsible for reviewing existing controls and implement controls for inventory management and set control KPI for processes. Previously based in a spare parts manufacturer as a full-spectrum Finance Assistant Manager, and was involved in internal audit, stock take and internal controls as well. First job was in external auditing covering manufacturing-based clients. Possess own transport and is open to travel nationwide.

Expected Salary: RM12,900

## **PURCHASING OFFICER (KLANG VALLEY) – SJ1201**

Bachelor Degree in Marketing & Business, Mid 20's with 5 years of working experience in purchasing field in manufacturing industry. Manage parts ordering, delivery and payment. Ensure stable supply and delivery on time. Control inventory and reduce obsolete materials. Cooperation with internal departments to ensure parts supply meet quality requirement and cost efficiency.

Expected Salary: RM4,500

## **PURCHASING OFFICER (KLANG VALLEY) – SJ1202**

Bachelor Degree in Marketing, Late 20's with 7 years of working experience in purchasing field in manufacturing industry. Liaises with warehouse and production planning personnel regarding material requirements. Planning and order raw material for bulk tankers at site. Provide forecast to supplier in order to keep sufficient stock for future need. Update the landed cost to finance for the import items. Coordinate the claims issue with suppliers/freight forwarder due to goods damage.

Expected Salary: RM5,000

## NORTHERN REGION

### **SALES ENGINEER (PENANG ISLAND / PRAI) – FK1201**

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) – FK1202**

Bachelor's Degree in Business Studies. Early 30's with 6.5 years of working experience, including 2.5 years in Logistics Executive (Supply Chain) cum Customer Service for key accounts in trading company. Responsible for maintaining strong relationship with customer and providing total logistics supply chain solution to meet customer requirements from order to shipment delivery. Well versed 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

### **FINANCE MANAGER (PENANG ISLAND/PRAI) – FK1203**

Member of FCCA. Early 40's with 19 years of Finance/Accounting experience in different industries: manufacturer & exporter of frozen seafood products, plant engineering & automation, public accounting firm, overseas conglomerate, IT firm and private investment firm. Obtained regional exposure in countries like Malaysia, Myanmar, Saudi Arabia, United Arab Emirates, etc. Strong IT skills with good knowledge in full set of accounts, financial management, investment analysis, analytical tools, cash flow, budgeting and internal controls. Involvement in pre-IPO activities with previous employment. Good management skills with a team of subordinates (including 1 accountant) reporting to candidate now. Hands-on with Excel, Access, SAGE AccPac, SAGE X3, Hyperion, Sun Accounting System, Quicken, etc. Work well in fast paced and hands-on environment.

Expected Salary: RM12,000

### **PRODUCTION SECTION HEAD (PENANG ISLAND) – FK1204**

Master Degree in Mathematics. Late 30's with 10 years of working experience in production operation and planning role with Japanese based manufacturing company. Experienced in material & tools planning. Work closely with production department for the daily schedule planning activities. Able to lead and manage a team. Involved in process improvement, EHS, failure analysis and internal audit in current company. Knowledge in Excel, AutoCAD, 5S, ISO 14001:2004, OHSAS 18001:2007, etc.

Expected Salary: RM4,300

### **ENGINEERING CHANGE (PENANG ISLAND/PRAI) – FK1205**

Diploma in Business Management. Late 30's with 5.5 years of working experience in Engineering Change (EC) functions. Experienced in processing of Engineering Changes. To ensure all ECO activities are managed in SAP PLM tool & eTCD+ tool. To update and maintain BOM & drawings according to ECN received from clients. Able to lead and drive the team to implement ECO to cut/phase in at production floor. Chair the EC meeting with other department PIC. Familiar and knowledge in ISO, Lean and 6 Sigma principles.

Expected Salary: RM4,200

### **SALES EXECUTIVE (PENANG ISLAND/PRAI) – JY1201**

Diploma in Business Studies. Mid 20's with 2 years and 6 months of total working experience in dental industries. Focusing on customer acquisition (new prospect) to expand business. Experienced in making appointment with client, promote and perform sales presentation in terms of company product to customer. Regularly visits client to provide professional customer servicing and being responsive to customer's requirement.

Expected Salary: RM3,200

### **BUSINESS DEVELOPMENT EXECUTIVE (PENANG ISLAND/PRAI) – JY1204**

Bachelor of Finance and Investment. Mid 20's with nearly 1.5 years of working experience in banking and money lending business. Managed director's portfolio which have a combined value of more than RM10 million (KLSE and SGX), executed trades for director as well as advised director in buying and selling of shares. Seek and explore investment and business opportunities that can grow the group of companies. Previous working experience includes executing buying and selling orders on behalf of customers upon instruction, monitoring and follow-up with customers on the outstanding purchases due for settlement, overdue contracts, corporate actions, margin call, force-sell, excesses and possible excesses

Expected Salary: RM3,200

## OTHER REGIONS

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

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

Expected Salary: RM4,000

### **PRODUCT SPECIALIST (KUCHING) – DC1203**

Bachelor of Business Management, Late 20's with 5 years of total working experience in various industries such as retail, constructions and medical. 3 years of experience in sales and marketing specifically for the medical devices industry with exposure in handling implants for Trauma, Spine, Neurosurgery and CMF as well as some disposable surgical goods for the East Malaysia market.

Expected Salary: RM3,700

### **CORPORATE ACCOUNT MANAGER(KOTA KINABALU) – TK1203**

Bachelor of Business Administration (Hons), major in marketing. Late 20's with 5 years of sales experience in information technology and telecommunications industry. Have a strong database of information technology and telecommunications distributors and retailers in Sabah. Consistent in achieving monthly sales target.

Expected Salary: RM3,500