

OPERATIONS EXECUTIVE (Head Office, Subang Jaya)

Responsibilities:

- Able to remember SOP (Standard of Procedure) and carry out audit.
- Able to travel across Malaysia and having own transport is an added advantage.
- Able to work in a team or individually.
- Prepare monthly report.
- Perform specific tasks assigned as and when are required (research and survey projects).

Special Skills:

- Familiar with Microsoft Office (Word, Excel, Power point, Outlook, Publisher, Access).
- Willing to work long hours as and when is needed.
- Good time management, communication, planning, organising & coordinating skills.
- Self-motivated and travelling is required.

Requirements:

- Candidate must possess at least a Diploma or Degree or equivalent.
- At least 1 year(s) of working experience in the related field is required for this position.
- Good command in spoken and written both English and Bahasa Malaysia. Able to converse in Chinese dialect would be an added advantage.