

JOB OPPORTUNITIES

1) Assistant General Manager - IT

Requirements:

- Degree in Computer Science/IT or any relevant discipline.
- Minimum 10 years related experience with 5 years in managerial position.
- Vast knowledge and experience in IT environment.
- Technically sound in various operating platforms, applications, network infrastructures and security appliances.
- Able to constantly keep abreast with latest IT gadgets and mobile appliances.
- Possess sound analytical, trouble-shooting skills.
- Well-organized, articulate, detail-oriented, highly developed business acumen and strong negotiation skills.
- Aggressive, positive thinking with good personality.
- Excellent people management skills (leadership, motivation and communication) in a fast paced environment.

2) Senior Manager – HR

Requirements:

- Degree in Business Studies/Administration/Human Resource Management/Law or related disciplines.
- Minimum 10 years experienced specializing in HR or equivalent, with minimum of 5 years in managerial capacity.
- Well-versed in the Malaysian Employment Act, Labour Law, Industrial Relations Law and all current HR practices.
- Strong leadership and people management skills.
- Able to maintain good working relationship with and gain trust and respect from all levels of employees.
- Proficient in written and spoken English and Bahasa Malaysia.

3) Senior Manager - Internal Audit

Requirements:

- Master in Finance/Accountancy/Banking or its equivalent or any professional qualification (ACCA/CIMA/MIA)
- 6 – 10 years with relevant working experiences.
- Preferably Managers experienced in IT Auditing, Risk Management or Accounting
- Candidate must be a member of The Institute of Internal Auditors Malaysia and familiar with The IIA's Standards for the Professional Practice of Internal Auditing and agree to abide by The IIA's Code of Ethics.
- Thorough knowledge of audit procedures, including risk driven audit planning techniques and methods used to examine, verify and analyze business and financial operations, information, records, statements and reports and the requirements of the Standard for the Professional Practice of Internal Auditing.

- Able to gather, analyze and evaluate facts as well as prepare and present concise oral and written reports.
- Flexible to work across different functions and situations globally, and able to change priorities at short notice.
- Willing and has the capacity to learn new things with the view to progression within Internal Audit or elsewhere in the Group.
- Computer literate with excellent command of MS Office.
- Proficient in Bahasa Malaysia and English, written and spoken.

4) Senior Manager – Industrial Relation

Requirements:

- Degree in LLB/Industrial Relations or its equivalent
- Minimum 8 years experience in the industrial relations
- Knowledge of the Employment Act and Industrial Relations Act
- Good leadership and problem-solving skills
- Excellent command of written and spoken English and Bahasa Malaysia
- Computer literate

5) Assistant Manager - Secretarial

Requirements:

- ICSA qualification and an associate member of MAICSA
- 8-11 years experience in corporate secretarial works, preferably in a public-listed company
- Able to interact and work with Senior Management and Directors
- Good communication skills. Proficiency in spoken and written English & Bahasa Malaysia and literacy in Mandarin are an added advantage
- Computer literate
- Proactive, independent, a team player and able to thrive in a fast paced environment
- Well versed in the Companies Act 1965, Bursa Malaysia Listing Requirements and other related laws and regulations
- Good interpersonal skills with positive attitude

5) Secretarial Executives

Requirements:

- ICSA graduates or associates with minimum 3 - 6 years working experience in company secretarial practice in public-listed companies
- Good command of written and spoken English and Bahasa Malaysia
- Good interpersonal and minutes writing skills is an added advantage
- Computer literate
- Pleasant personality

7) Executive – Research

Requirements:

- Bachelor in Statistic/Economy/Social Science/Business Studies
- Minimum 3 years experience in the related field covering socio economic and market research
- Excellent command of written and spoken English and Bahasa Malaysia
- Able to prepare write-up / report on business, finance, economics, IT, etc
- Pleasant personality
- IT literate

8) Health, Safety & Environment Executive

Requirements:

- Degree in Civil/Electrical/Elctronic/Mechanical Engineering or its equivalent
- Minimum 4 years experience in Health, Safety & Quality Management
- Familiar with OSHA 1994 and FMA 1967 requirements
- Formal qualification in Occupational Safety & Health
- Familiarity with water treatment processes, plant operations and oil & gas is an added advantage
- Knowledge of OHS Management System (OHSAS 18001) and Environmental Managment System (ISO 14001)
- Good communication and interpersonal skills
- Willing to travel within Selangor, Kuala Lumpur, Putrajaya, Sarawak and other location when required