

BRIDGING THE GAP BETWEEN TALENT AND OPPORTUNITY



ADMINISTRATION & OFFICE SUPPORT

- (KL) **PERSONAL ASSISTANT (RM2.5k - RM3.3k)** Deg in Business Admin. Min 2 - 4 yrs relevant wkg exp. Proficient in English & possess own transport
- (KL) **ADMIN ASSISTANT (RM1.8k - RM2.2k)** Dip/Deg in Business Admin. Min 1 - 2 yrs exp in admin. Proficient in English
- (KL) **CORPORATE SECRETARIAL ASSISTANT (RM2.5k - RM3k)** Must possess ICASA/finalist of ICASA. Proficient in MS Office, BASIS. Good team player. Good in English. Able to work under pressure. Fresh grads are encouraged to apply
- (KL) **CORPORATE SECRETARIAL OFFICER (RM3k - RM4k)** Must possess MAICSA. Min 3 - 5 yrs in corporate secretarial. Proficient in MS Office, BASIS. Good team player. Proficient in English. Able to work under pressure
- (KL) **RECEPTIONIST (RM1.5k - RM1.8k) Klang Valley.** Min SPM. PC literate. Presentable with good telephone etiquette. Able to communicate in English
- (KL) **SECRETARY (RM2.3k - RM2.8k) Klang Valley.** Min Secretaryship Certificate/ Dip. PC literate, good comm. skills. Mandarin literate
- (PJ) **PROJECT ADMINISTRATOR (RM2.2k - RM2.5k)** Min Deg. Excellent comm skills in English and Mandarin. Good attention to detail & able to work under pressure
- (PJ) **ADMINISTRATOR-TEAM LEADER (RM3k - RM3.5k)** Min Deg. 2 yrs exp. Excellent comm skills in English and Mandarin. Possess leadership skills, dedicated and target-oriented
- (PJ) **SECRETARY (RM2.5k - RM3k)** Min 2 yrs exp. Excellent comm skills in English. Presentable, independent, committed and able to work on tight deadline
- (PG) **ADMINISTRATIVE ASSISTANT (RM2.5k) Penang.** Dip/Deg in Business. Exp in office admin, shipping and Oracle
- (ME) **GENERAL CLERK/DATA ENTRY CLERK (RM1k - 1.5k)** Min SPM. Computer literate with at least 1 yr exp
- (PG) **BUYER/PROCUREMENT OFFICER Penang.** Certificate & above. Min 2 yrs related exp. Must possess own transport

BANKING & FINANCIAL SERVICES

- (KL) **SENIOR DOCUMENTATION OFFICER (RM2.5k - RM3k+) Jln Ampang.** Min. Dip/Deg in Banking/Finance. At least 1 yr Exp in banking documentation. Proficient in MS Office. Speak & write good English
- (KL) **OFFLINE SERVICE HUB OFFICER (RM2k - RM3k) Jln Ampang.** Min. Dip/Deg in Banking/Finance. Exp in back-end ops. Speak and write good English. Possess good analytical skills
- (KL) **CONTRACT CLERK - 6 Months (Data Entry Division) (RM950 - RM1k + OT)** Min.SPM/Dip. Willing to work for long hours & committed
- (KL) **BANK TELLER (RM1.5k - RM1.8k + Banking Benefits) Puchong/Klang.** Min. SPM/ Dip/Deg with exp in cust service. Female & pleasant looking. Speak good English
- (PG) **COLLECTION OFFICER (RM2.6k) Penang.** Dip/Deg. Excellent command of English. Willing to work long hours and on weekends

HR & RECRUITMENT

- (KL) **PAYROLL ASSISTANT (RM1.6k - RM2.2k)** Dip/Deg in Accounting or in a related field. Min 1 - 2 yrs exp in payroll/accounting/finance. Good Mathematical skills. Fresh grads are encouraged to apply
- (PG) **HR PROGRAM SPECIALIST (RM2.2k) Penang.** Dip/Deg HR or Business Admin. 4 yrs related exp. Well versed in excel formula (vlookup, pivotable), payroll knowledge is an advantage
- (SA) **HR ASSISTANT/HR EXECUTIVE (RM2k - RM3.5k) Shah Alam/Port Klang.** Min Dip/Deg in HR with 2 yrs wkg exp

ACCOUNTING

- (KL) **GL ANALYST (RM3k)** Dip/Deg in Acctg. Min 3 yrs in full sets of accts/GL Chinese literate. Possess own transport
- (KL) **ACCOUNTS ASSISTANT (RM1.8k - RM2.2k)** Dip/Deg. Min 1 - 2 yrs in accounting/finance. Fresh grads are encouraged to apply
- (KL) **ACCOUNTS EXEC (RM2.8k - RM3.4k)** Deg in Acctg. Min 3 yrs exp in Accounting and AP. Exp in the pharmaceutical industry is an advantage. Knowledge of JDE
- (PJ) **FINANCE EXEC (RM2.5k - RM3k) FINANCIAL/BUSINESS ANALYST (RM3.5k - RM4.5k) Petaling Jaya (Con).** Min Deg. Good comm analytical skills. Good attention to detail and able to meet datelines
- (SA) **MANAGEMENT ACCOUNTS EXECUTIVE (RM3k - RM3.5k) Port Klang.** Degree in Accounting with manufacturing costing exp
- (SA) **ACCOUNTS ASSISTANT/ACCOUNTS EXECUTIVE (RM2k - RM3k) Shah Alam/Klang.** Min Dip/Degree/LCCI in Accounting with 2 yrs wkg exp

IT & ENGINEERING

- (ICT) **IT SUPPORT - DESKTOP AND WINTEL** 2 - 4 yrs exp in a support role
- (ICT) **APPLICATION SUPPORT - CITRIX** Familiar with IIS, ISA and CITRIX
- (ICT) **DATABASE EXEC - MS SQL** 2 - 3 yrs exp in MS SQL 2000 and above. Exp in MS SQL clustering
- (ICT) **TECHNICAL SALES EXEC - BUILDING MATERIALS PJ.** 1 - 3 yrs exp in building materials
- (KL) **LEVEL 2 HELPDESK SUPPORT (RM3k - RM4.9k) Kelana Jaya.** Min Dip. Service desk exp. Level 2 support
- (KL) **SERVER & STORAGE ANALYST (RM3.5k - RM5k) Kelana Jaya.** Min Dip. Wintel platform, MS SQL, EMC San Disk
- (KL) **MS SQL ANALYST (RM3.5k - RM5k) Kelana Jaya.** Min Diploma, Wintel Platform, SQL QUERIES, MS SQL DBA skills
- (KL) **SERVER & APPLICATION ANALYST (RM3.5k - RM5k) Kelana Jaya.** Min Dip. Knowledge of Wintel, CITRIX, IIS, ISA, WEB based application & MS SQL
- (ME) **PRODUCTION/MAINTENANCE TECHNICIAN (RM1k - 1.8k)** Min Certificate and above. At least 3 yrs exp. Computer literacy is an advantage
- (PG) **INSIDE SALES ENGINEER (RM3k) Penang.** Min Deg/Dip in Electrical/Electronic Engineering. Solid tech background & understanding in high-tech industries related to test & measurement

SALES & MARKETING

- (ICT) **SALES SUPPORT (RM2k - RM3k) PJ.** Familiar in dealing with suppliers & distributors
- (KL) **MARKETING ANALYST (RM2.5k - RM3.3k)** Min Dip/Deg in Marketing or Business Studies. Min 2 yrs wkg exp in a boutique or FMCG industry. Good in numbers, analytical skills & presentable
- (KL) **PRICING EXEC (RM3k - RM5k) Port Klang.** Higher educational level (A-level)/Deg. 3 yrs relevant commercial exp. Strong comm, interpersonal & negotiation skills. Knowledge of SAP
- (KL) **SALES MANAGER (RM2.3k)** Dip/Deg is required. Min 2 yrs wkg exp in management. High flyer in telesales environment
- (KL) **INDOOR CHANNEL SALES EXEC (RM1.3k - RM1.5k)** Cert/Dip/Deg is required. Min 2 yrs relevant exp in cust service. Strong comm skills. Fresh grads are encouraged to apply
- (PG) **BIZ DEVELOPMENT EXEC (RM2.5k - RM4.5k) Penang.** 1 yr relevant exp. Dip & above. Own transport. Exp in logistics industry

CALL CENTRE/CUSTOMER SERVICE

- (ICT) **CUSTOMER SERVICE REP (RM2.5k - RM4k) KL.** 2 - 3 yrs exp in logistic or supply chain
- (ICT) **CUSTOMER SERVICE REP (RM2.5k - RM4k) KL.** 2 - 3 yrs exp in handling customer complaints & claims
- (KL) **CUSTOMER SERVICE SPECIALIST (RM3.5k - RM4.5k) Port Klang.** Dip/Deg in English or a related field. Min 2 yrs relevant exp, preferably in a manufacturing environment. Strong comm skills

OTHERS

- (ICT) **PRODUCT OPERATOR (RM1.5k - RM2k) Shah Alam.** Assembly products. No exp needed as training will be provided
- (KL) **EVENT COORDINATOR (RM2k - RM2.5k)** Dip/Deg holder with 2 - 5 yrs relevant wkg exp. Computer literate in MS Office. Able to work in overseas
- (KL) **DRIVER (RM1.5k - RM1.8k + OT & Claims)** Min 3 - 5 yrs exp as a driver. Familiar with Klang Valley areas. Must possess a driving licence
- (PJ) **PURCHASING OFFICER (RM2.5k - RM3.5k) Sg Buloh.** Min Dip in Business Studies. Min 3 yrs exp. Good negotiation skills. Able to use MRP/ERP system
- (PG) **HEALTH AND SAFETY EXECUTIVE (RM4k) Penang.** Dip/Cert in Occupational Safety and Health Management. At least 3 yrs wkg exp in a related field is required. Must be certified/registered as Safety & Health Officer with DOSH

(ICT) **Information Technology** Suite 12.02, 12th Floor, Menara Yayasan Selangor, No. 18A Persiaran Barat, 46000 Petaling Jaya
Tel: 03-7957 7353 Email: ict@adecco-asia.com

(KL) **Kuala Lumpur** Suite 16.01-16.03, Wisma MCA, 16th Floor 163, Jalan Ampang, 50450 Kuala Lumpur
Tel: 03-2162 5734 Email: ampang@adecco-asia.com

(PJ) **Petaling Jaya** Suite 12.02, 12th Floor, Menara Yayasan Selangor No.18A Persiaran Barat, 46000 Petaling Jaya
Tel: 03-7955 8877 Email: pj@adecco-asia.com

(ME) **Malacca** 1st Floor, No 37A, Jalan Melaka Raya 24, Taman Melaka Raya 75000 Malacca. Tel: 06-286 0648 Email: malacca@adecco-asia.com

(PG) **Penang** 18-1, Persiaran Bayan Indah, Bayan Bay, 11900 Bayan Lepas
Tel: 04-641 2886 Email: penang@adecco-asia.com

(JB) **Johor Bahru** 93, Jalan Perisai, Taman Sri Tebrau, 80050 Johor Bahru
Tel: 07-331 5818 Email: jb@adecco-asia.com

(SA) **Shah Alam** 27-3, Jalan Tengku Ampuan Zabedah F9/F, Section 9 Shah Alam
Tel: 03-5512 8877 Email: shah.alam@adecco-asia.com

Apply online or explore more career opportunities at:

www.adecco.com.my/jobs