

## 1) ELETRICAL TECHNICIAN

### **Responsibilities:**

- Responsible for coordinating the electrical repairing job.
- Trouble shoot faulty electrical equipment.
- Perform electrical repairs.
- Install, inspect, and commission new instrumentation equipment.
- Calibrate, test, troubleshoot, and repair instrumentation and control systems.
- Work with DCS, PLC, SCADA systems and field instrumentation.
- Maintain documentation for calibration, maintenance, and repairs
- Document maintenance and repair issues.
- Maintaining a clean, organized, safety precautions on electrical equipment and safety of maintenance and facility.

### **Requirements:**

- Diploma in electrical engineering
- Working experience related field
- Good command of written and spoken English and Malay
- Able to run shift

## 2) INTERNAL AUDIT CLERK

### **Responsibilities:**

- a) Stocktaking.
- b) Documentation filling and upload into server.
- c) Report auditing results accordingly and timely.
- d) Make specific document requests/arrangement in advance of fieldwork.
- e) Perform and implement auditing programs and plans to meet company goal.
- f) Support ad-hoc task as and when requested by Audit Committee or management.

### **Requirements:**

- Diploma from recognized College
- With relevant Internal Auditor working experience is preferred.
- Good communication skill

### 3) SALES COORDINATOR

#### **Responsibilities**

- Prepare and declare documents
- Check and ensure all details in the documents are correct
- Make payment to forwarder, haulier and custom broker
- Arrange courier services
- Update and record shipment

#### **Requirements:**

- Diploma / Degree / STPM
- Working experience related field
- Good command of written and spoken English and Malay

### 4) PROCESS ENGINEER

#### **Responsibilities**

- Overall Production Process sustaining, improvement and optimization.
- Work with cross functional departments on new product or new equipment introduction and carry out process change or modification to meet the product, process, cost, quality, delivery and environmental requirements.
- Plan and carry out projects to continuously improve process efficiency and yield

#### **Requirements:**

- Diploma or Bachelor's Degree in Engineering, Science, Electrical, Electronics, Manufacturing, Mechanical Engineering or equivalent.
- At least 2 years of working experience in the related field is required for this position.
- Able to work independently, self motivated and hardworking