

1) SALES EXECUTIVE

Responsibilities

- Generating new business / servicing existing customers
- Work with sense of urgency and commitments
- Good interpersonal, communication and integrated skills
- Able to work independently with minimum supervision

Requirements

- SPM / Diploma
- Required languages – English, Chinese, Bahasa Malaysia
- Fresh graduates are encouraged to apply
- Possess own transport
- Servicing Klang Valley area
- Computer literate

2) Logistic Cum Warehouse Executive / Supervisor

Responsibilities

- Work with sense of urgency and commitments
- Good interpersonal, communication and integrated skills
- Able to work independently with minimum supervision

Requirements

- Min 2 years experience in Logistic & Warehouse
- Minimum Diploma Requirements
- Min 2 years experience in Logistic & Warehouse
- Minimum Diploma / Degree Holder
- Required languages - English, Chinese, Bahasa Malaysia
- Computer literate
- Able to drive forklift

Interested applicants are invited to write in with details resume, stating qualification and work experience, current and expected salaries together with recent passport-sized photograph (n.r) and contact telephone number to:

Human Resource Section
OPS Paper Products Sdn Bhd (1124003-A)
Lot 38-40 Senawang Industrial Estate
70450 Seremban
Fax No: 06-677 2501 or Email: jessiegoh@opspp.com

5) Accounts Executive - Seremban&Semenyih (2 positions)

Responsibilities

- Timely preparation and analysis of monthly management reports
- Responsible in handling full spectrum of accounting, cash flow, treasury, taxation and management reporting functions
- Ensure compliance with FRS and other relevant regulatory requirements in relation accounting and taxation
- Provide proactive management in all financial controlling aspects of the business of the company
- Responsible for preparation of budgets and forecasts
- Liaise with external auditors, tax agents other statutory bodies/authorities to ensure compliance with audit, taxation and statutory requirements
- Any other duties and responsibilities as assigned by management from time to time

Requirements

- Possess at least a Bachelor's Degree, Post graduate Diploma or Professional Degree in Accounting Finance/CIMA/ACCA or equivalent
- Minimum 3 years working experience in audit or accounting firm or manufacturing industry
- Outgoing, pro-active, strong drive, good working attitude and able to work independently
- Able to work well under pressure and willing to undertake challenges
- Possess good analytical, communication and interpersonal skills
- Strong command of English (both written and oral)

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3) QA Executive

Responsibilities

- Supervise daily activities carried out by QA inspector
- Perform QA inspector's job in his absence
- Assist in analysis of customer complaints and CAR(if necessary) for the corrective & preventive action.
- Conduct suppliers audit as and when necessary
- Work together with production staff as a team in the analysis of products and process improvement.

Requirements

- Min SPM / Diploma in Engineering or related field
- Min 2 years of QA / QC experience in a manufacturing company, preferably in packaging industry
- Knowledge of ISO 9001:2015 & ISO 14001:2015
- Good command of English & Bahasa Malaysia
- Computer literate
- Able to work independently

4) Production Executive / Engineer

Responsibilities

- Responsible for day to day production activities, processes and maintenance program.
- Work together with related engineers/technicians for leading and supervise company's operation team.
- To maintain good housekeeping(5S) in the production/maintenance dept and strictly compliance of safety requirements.
- Establish good teamwork with related departments in carry-out routine maintenance, shutdown and minor project works in the plant.
- To update daily production/maintenance reports for management review.
- Responsible for good documentation controls to ensure all equipment and technical drawings are updated and maintained accordingly.
- Participate in role of ensuring update forms and records in compliance to ISO requirements.

Requirements

- Degree in Mechanical/Electro-Mechanical/Electrical Engineering or its equivalent with minimum 2 years working experience.
- Preferably with Chinese speaking candidate.
- Good experience in electrical and mechanical repair know-how, with knowledge and skills in steam and power supply equipments.
- Shift work applies.

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