



KEMENTERIAN SUMBER MANUSIA



PERKESO

TEMU DUGA TERTUTUP MYFUTUREJOBS

ANJURAN PEJABAT NEGERI SELANGOR

TARIKH TUTUP PERMOHONAN

15 OGOS 2025

Calon yang berjaya akan
dihubungi oleh majikan.

Majikan yang terlibat:



COLT ENGINEERING SDN BHD



DAFTAR SEKARANG

<https://myfuturejobs.gov.my/careerfair/>

MYFutureJobs
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SYAFIQ 019 – 613 5086

   
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VACANCY

TECHNICIAN

JOB DESCRIPTION

1. To follow the monthly maintenance schedule to attend for the daily servicing and maintenance.
2. To prepare a report of each servicing and maintenance carried out daily.
3. To repair and replace parts of firefighting system if found faulty.
4. To inform the main office to prepare necessary quotation on the customer's requirement for additional work and replacement of spare parts.
5. To ensure all maintenance tools and equipment are properly stored, cleaned and handled with care.
6. To ensure maintenance works and working environment are compliant to standard HSE requirement.
7. Must be fully responsible in minimizing the customer complaints by immediately attend to it.
8. Responsible in minimizing the customer complaints by immediately attend to it.
9. Responsible to maintain company vehicle / properties / tools / spare parts etc.
10. To perform other assigned duties as deemed necessary by the management / superior.



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VACANCY

PURCHASING ASSISTANT

JOB DESCRIPTION

1. Preparing & processing purchase orders.
2. Liaise with suppliers to track order status and resolve issues.
3. Maintain & update purchasing & inventory records.
4. Request quotation, negotiating terms & compare pricing form different suppliers.
5. Follow up deliveries & checking goods received.
6. Ensure the material, machinery & equipment are procured in accordance with specifications, budgets & SOP in timely manner.
7. Assist in Import and Export custom clearance and delivery.
8. Coordinate & liaise with Management, Project Department & Contracts on order status, delivery schedule & cost control.
9. Ensure all invoices & deliveries are verified as per requirement. Keep track of progress of projects until completion.
10. To undertake any & all order duties & responsibilities are so instructed by immediate superior.



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