



KEMENTERIAN SUMBER MANUSIA



PERKESO

TEMU DUGA TERTUTUP MYFUTUREJOBS

ANJURAN PEJABAT PERKESO PAHANG

TARIKH TUTUP PERMOHONAN

15 OGOS 2025 (JUMAAT)

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dihubungi oleh majikan.

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LIST OF VACANCIES	QUALIFICATIONS	JOB DESCRIPTION
ACCOUNT MANAGER	<ul style="list-style-type: none">✓ DEGREE IN ACCOUNTANCY✓ WORKING EXPERIENCE 5 YEARS ABOVE✓ SALARY RANGE RM5000 – RM5999✓ LOCATION : JALAN INDUSTRI SEMAMBU 7, KAWASAN PERINDUSTRIAN SEMAMBU	<ul style="list-style-type: none">• <i>Manage and support the account team to ensure smooth daily operations and timely financial reporting.</i>• <i>Handling full set of accounts, including general ledger, accounts payable, accounts receivable, and bank reconciliations.</i>• <i>Preparing monthly, quarterly, and annual financial statements and reports.</i>• <i>Ensuring accurate and timely closing of monthly and yearly accounts.</i>• <i>Managing tax submissions (e.g., SST, corporate tax) and liaising with tax agents.</i>• <i>Coordinating with auditors, bankers, and regulatory authorities when necessary.</i>• <i>Assisting in cash flow management and budgeting processes.</i>• <i>Maintaining proper documentation and ensuring compliance with accounting standards and company policies.</i>• <i>Supporting other ad-hoc financial tasks as required by management.</i>



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LIST OF VACANCIES	QUALIFICATIONS	JOB DESCRIPTION
HR EXECUTIVE	<ul style="list-style-type: none">✓ DEGREE IN HUMAN RESOURCES✓ WORKING EXPERIENCE 2-5 YEARS IN RELATED FIELD✓ SALARY RANGE RM2500 – RM2999✓ LOCATION : JALAN INDUSTRI SEMAMBU 7, KAWASAN PERINDUSTRIAN SEMAMBU	<ul style="list-style-type: none">• <i>Handled the full recruitment process, including job postings, conducting interviews, issuing offer letters, and leading induction sessions.</i>• <i>Prepare Human Resource (HR) related letters, correspondence and documentation with careful attention to legal requirements and HR practices.</i>• <i>Administer staff benefits such as leave management and group insurance processes.</i>• <i>Develop and maintain HR operational documents such Handbook, Code of Conduct and any Policies.</i>• <i>Facilitate Domestic Inquiry (DI) proceedings of which their cases been established and ensure all DI proceedings in line with the requirements of natural justice.</i>• <i>Managing employee disciplinary proceedings and grievance resolutions.</i>• <i>Managed FOMEMA, work permit, visa application, special pass, and check-out memo for foreign workers.</i>• <i>Do the documents clearance upon arriving of foreign worker in KLIA.</i>• <i>Plan and arrange company activities such as dinner, in-house training and festive celebrations.</i>• <i>Prepared external ISO audits related to HR matters.</i>• <i>Any other duties as assigned by management.</i>



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