



TEMU DUGA TERTUTUP MYFUTUREJOBS

ANJURAN PEJABAT PERKESO KEMAMAN

TARIKH TUTUP PERMOHONAN
21 SEPTEMBER 2025

Calon yang berjaya akan
dihubungi oleh majikan.



JAWATAN	KELAYAKAN	DESKRIPSI TUGAS	LOKASI
TRADING ASSISTANT	- Diploma in Business, Administration, or related field - Proficient in Microsoft Office	- Assist traders in preparing, processing, and monitoring purchase and sales orders. - Handle documentation such as invoices, delivery orders, quotations, and contracts. - Coordinate with suppliers, customers, and logistics partners for timely delivery. - Monitor stock movement and update inventory records. - Support the preparation of trading reports and data entry in company systems. - Follow up on payments, outstanding invoices, and delivery schedules. - Ensure compliance with company policies and trading procedures. - Provide general administrative support to the trading department.	Kemaman, Terengganu



DAFTAR SEKARANG

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

MYFutureJobs
Pengalua Perkhidmatan Perkhidmatan Majikan



SUSANN 019-6496054





KEMENTERIAN SUMBER MANUSIA



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Majikan yang terlibat:

EXSYS TECH (M) SDN BHD

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