



KEMENTERIAN SUMBER MANUSIA



PERKESO

TEMU DUGA TERTUTUP MYFUTUREJOBS

ANJURAN PEJABAT PERKESO PAHANG

TARIKH TUTUP PERMOHONAN

13 OKTOBER 2025 [KHAMIS]

Calon yang berjaya akan
dihubungi oleh majikan.

Majikan yang terlibat:



BLH ECOENERGY SDN BHD



DAFTAR SEKARANG

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

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Penyedia Perkhidmatan Pekerjaan Negara Anda

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Info Jawatan

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LIST OF VACANCIES	QUALIFICATIONS	RESPONSIBILITIES
ELECTRICAL TECHNICIAN (PW4)	✓ SPM and equivalent ✓ At least 1-2 years experience in electrical maintenance or electrical installation work ✓ PW4 Certificated ✓ Min 3 years working experiences in related field	1. Installation and Maintenance: • Install electrical systems and components in electric vehicles, including wiring, circuit boards, and lighting systems. • Perform routine maintenance on electrical systems to ensure they are functioning correctly and efficiently. • Troubleshoot and repair electrical issues in a timely manner to minimize downtime. 2. Testing and Diagnostics: • Conduct thorough testing and diagnostics on electrical systems using specialized tools and equipment. • Identify and resolve any electrical faults or issues, ensuring compliance with safety standards and regulations. 3. Compliance and Safety: • Adhere to all safety protocols and regulations while performing electrical work. • Ensure all electrical installations and repairs comply with industry standards and company policies.



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ADMIN ASSISTANT	✓ Minimum Diploma or Bachelor's degree in related field. ✓ Preferably with experience in administrative or project coordination roles. ✓ Strong understanding of local compliance requirements (especially in construction or electrical sectors) is an added advantage. ✓ Proficient in Microsoft Office (Word, Excel, PowerPoint). ✓ Excellent organizational and multitasking abilities. ✓ Strong interpersonal and communication skills. ✓ Able to work independently and under minimal supervision	1. Maintain and manage all project documentation, reports, and case numbering. 2. Prepare and submit legal and regulatory documents for project approvals. 3. Provide customer support for EV charging services, including troubleshooting and payment issues. 4. Handle application processes for permits, ST, TNB, and others. 5. Follow up with clients, authorities, and internal teams to ensure timely approvals and documentation. 6. Assist in monthly departmental expense claims and submit them to the Accounts Department. 7. Oversee office cleanliness and inventory (stationery, refreshments, etc.). 8. Make travel arrangement including hotel bookings and provide other clerical support as required. 9. Submit the attendance and leave record to HR on time for payroll processing.



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