



KEMENTERIAN SUMBER MANUSIA



PERKESO

TEMU DUGA TERTUTUP MYFUTUREJOBS

ANJURAN PEJABAT PERKESO PAHANG

TARIKH TUTUP PERMOHONAN

20 APRIL 2026 (ISNIN)

Calon yang berjaya akan dihubungi oleh majikan.

Majikan yang terlibat:



CHEMSTATION ASIA

CSA CHEMICALS SDN BHD



DAFTAR SEKARANG

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

MYFutureJobs
Pelayanan Perkhidmatan Pekerjaan Negara Ande

PERKESO 24
TIADA YANG TERPINGGIR



CIK WAN SYAZWANI
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LIST OF VACANCIES	REQUIREMENTS	JOB DESCRIPTION
SENIOR ACCOUNTS EXECUTIVE	<ul style="list-style-type: none"> ✓ Bachelor's Degree in Accountancy Or Related Field ✓ At least 5 years above of working experience in the related field ✓ Possess good planning and organizing skills ✓ Computer literate ✓ Based at Kuantan Port Area 	<ul style="list-style-type: none"> ✓ Handle full set of accounts, including AP, AR, GL, and bank reconciliations. ✓ Prepare and maintain accurate accounting records in compliance with accounting standards and company policies. ✓ Perform month-end and year-end closing, including journal entries, pre payment, accruals, and provisions. ✓ Manage Accounts Payable (AP) & Accounts Receivable (AR) ✓ Prepare management reports, schedules, and analysis as required. ✓ Assist in audit preparation, tax matters, and statutory submissions. ✓ Support Account Manager / Accountant in daily finance operations & ad-hoc tasks
ACCOUNTS EXECUTIVE	<ul style="list-style-type: none"> ✓ Bachelor's Degree in Accountancy Or Related Field ✓ At least 2 - 5 years of working experience in the related field ✓ Possess good planning and organizing skills ✓ Computer literate ✓ Based at Kuantan Port Area 	<ul style="list-style-type: none"> ✓ Handle full set of accounts, including AP, AR, GL, and bank reconciliations. ✓ Prepare and maintain accurate accounting records in compliance with accounting standards and company policies. ✓ Perform month-end and year-end closing, including journal entries, pre payment, accruals, and provisions. ✓ Manage Accounts Payable (AP) & Accounts Receivable (AR) ✓ Prepare management reports, schedules, and analysis as required. ✓ Assist in audit preparation, tax matters, and statutory submissions. ✓ Support Account Manager / Accountant in daily finance operations & ad-hoc tasks



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Info Jawatan

LIST OF VACANCIES	REQUIREMENTS	JOB DESCRIPTION
EXECUTIVE ASSISTANT	<ul style="list-style-type: none"> ✓ Bachelor's Degree in Business Administration, Secretarial Studies, Financial Management, or related Field ✓ Minimum 1 - 2 years of working experience as Executive Assistant, Personal Assistant, or similar executive support role. ✓ Strong organizational and time management skills with the ability to multitask and prioritize effectively. ✓ Proactive, resourceful, and able to adapt to dynamic situations. ✓ Computer literate (Microsoft Office, Microsoft Outlook & Microsoft Teams) ✓ Possess high level of integrity and able to maintain confidentiality at all time ✓ Based at Kuantan Port Area 	<ul style="list-style-type: none"> ✓ Manage the Division CEO's daily schedule, appointments, and meetings. ✓ Assist in administration matter such as preparing minutes, presentation, memos, notices, emails, letters, contracts and others. ✓ Liaise with suppliers, customers and government bodies when required. ✓ Attend to visiting guests and screen and respond to phone calls and inquiries if needed. ✓ Coordinate travel arrangements, accommodation, and itineraries for business trips. ✓ Maintain strict confidentiality on sensitive matters and personal information. ✓ Support in planning and coordinating VIP visits, events, or official functions.



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