



KEMENTERIAN SUMBER MANUSIA



PERKESO

TEMU DUGA TERTUTUP MYFUTUREJOBS

ANJURAN PEJABAT PERKESO PAHANG

TARIKH TUTUP PERMOHONAN

9 APRIL 2026 (KHAMIS)

Calon yang berjaya akan dihubungi oleh majikan.

Majikan yang terlibat:



INGENIIS
SDN BHD

INGENIIS ENTERPRISE



DAFTAR SEKARANG

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

MYFutureJobs
Penyedia Perkhidmatan Pekerjaan Negara Ande

PERKESO 24'
TIADA YANG TERPINGGIR



CIK WAN SYAZWANI
019 2567165



@myfuturejobs



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INGENIIS ENTERPRISE

LIST OF VACANCIES	JOB DESCRIPTION
ACCOUNT, ADMIN & HR MANAGER	<ul style="list-style-type: none"> • Full Set of Accounts: Oversee and manage the full spectrum of accounts (AP, AR, GL) and ensure timely month-end and year-end closing. • Financial Reporting: Prepare monthly management reports, balance sheet reconciliations, and cash flow forecasts for management review. • Budgeting & Cost Control: Assist in preparing annual budgets and monitor departmental spending to ensure cost-efficiency. • Tax & Audit: Coordinate with external auditors and tax agents. Ensure compliance with SST, corporate tax filings, and statutory requirements. • Treasury: Manage bank facilities, perform bank reconciliations, and oversee petty cash management. • Office Management: Oversee daily office operations, including facilities management, office supplies procurement, and maintenance of office equipment. • Vendor Management: Negotiate and manage contracts with service providers (cleaners, security, insurance, and IT support). • Insurance & Renewals: Manage company insurance policies and ensure timely renewal of business licenses and permits. • Document Control: Implement and maintain a systematic filing system for all corporate, legal, and financial documents. • Payroll Processing: Oversee or verify monthly payroll, including EPF, SOCSO, PCB, and EIS contributions. • HR Admin: Manage employee leave records, claims, and medical benefits. Assist in the preparation of offer letters and the onboarding of new hires. • Compliance: Ensure company policies are up-to-date and in line with the latest Employment Act.



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