



KEMENTERIAN SUMBER MANUSIA



PERKESO

TEMU DUGA TERTUTUP MYFUTUREJOBS

ANJURAN PEJABAT PERKESO PAHANG

TARIKH TUTUP PERMOHONAN

14 MEI 2026

Calon yang berjaya akan dihubungi oleh majikan.

Majikan yang terlibat:



NEXTGREEN PULP & PAPER

NEXTGREEN PULP & PAPER SDN BHD



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MYFutureJobs
Penyedia Perkhidmatan Pekerjaan Negara Anda

PERKESO 24'
TIADA YANG TERPINGGIR



(PEGAWAI PERKESO)
HANEEF NAWAWI
019- 6079572



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Info Jawatan

Jawatan	Penerangan Tugas & Kelayakan
Purchasing Executive	<ul style="list-style-type: none"> • Diploma - Degree (Procurement, Supply Chain, or Materials Management/ related) • Experience: Min. 3 years & have a good knowledge of material costing. • Proficient in spoken English and local dialects. • Computer literate. • • Job Scope: • Source, negotiate, and purchase goods to meet company requirements. • Plan, issue, and follow up on purchase orders and delivery schedules. • Analyze suppliers to select the best quality products at competitive prices. • Negotiate cost, delivery lead time, and quality with suppliers. • Coordinate with internal teams and external parties for all purchases. • Maintain purchasing records and ensure compliance with policies and contracts. • Assist with procurement documentation and ad hoc assignments as required.



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Info Jawatan

Jawatan	Penerangan Tugas & Kelayakan
Account Executive	<p>Bachelor's Degree (Accounting) / CAT/ACCA or equivalent.</p> <ul style="list-style-type: none"> • Experience: 2 – 3 years of relevant accounting experience includes taxation. • Proficiency in Microsoft Office: especially Microsoft Excel (Pivot, V-Lookup) & Word. • Added advantage: AutoCount / Microsoft Dynamics 365/ fluent in Mandarin <p>Job Scope:</p> <p>Process supplier invoices, debit/credit notes, and staff claims with PO/RN verification and HOD approval.</p> <p>Verify pricing variances and returned goods before posting.</p> <p>Reconcile supplier statements, prepare creditor ageing reports, and manage supplier payments.</p> <p>Issue sales invoices, debit/credit notes, and process returns with approval.</p> <p>Prepare customer statements, match payments, and follow up on overdue invoices.</p> <p>Monitor debtor ageing, credit limits, and maintain accurate AP/AR records.</p> <p>Support cash flow projection and ensure compliance with approval matrix and policies.</p>



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