



KEMENTERIAN SUMBER MANUSIA



PERKESO

TEMU DUGA TERTUTUP MYFUTUREJOBS

ANJURAN PEJABAT

TARIKH TUTUP PERMOHONAN

29 JUN 2026 (ISNIN)

Calon yang berjaya akan dihubungi oleh majikan.

Majikan yang terlibat:



BH SETIA GROUP SDN. BHD.



DAFTAR SEKARANG

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

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Info Jawatan

POSITION	JOB REQUIREMENT	SALARY
ACCOUNT / ASSISTANT ACCOUNT	<ul style="list-style-type: none"> ▪ DIPLOMA / DEGREE IN ACCOUNTING, FINANCE, OR RELATED FIELD ▪ 1–3 YEARS OF ACCOUNTING OR FINANCE EXPERIENCE (FRESH GRADUATES ENCOURAGED TO APPLY) ▪ BASIC KNOWLEDGE OF ACCOUNTING PRINCIPLES & FINANCIAL REPORTING ▪ PROFICIENT IN MS EXCEL AND ACCOUNTING SOFTWARE ▪ STRONG ATTENTION TO DETAIL AND ACCURACY ▪ GOOD ORGANIZATIONAL AND TIME MANAGEMENT SKILLS ▪ ABLE TO WORK INDEPENDENTLY AND MEET DEADLINES 	WILL BE INFORMED DURING INTERVIEW



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Info Jawatan

POSITION	JOB REQUIREMENT	SALARY
ADMIN	<ul style="list-style-type: none"> ▪ DIPLOMA / DEGREE IN BUSINESS ADMINISTRATION OR RELATED FIELD ▪ 1-2 YEARS OF ADMINISTRATIVE EXPERIENCE (FRESH GRADUATES ENCOURAGED) ▪ PROFICIENT IN MS OFFICE (WORD, EXCEL, POWERPOINT) ▪ GOOD ORGANIZATIONAL AND FILING SKILLS ▪ STRONG COMMUNICATION AND INTERPERSONAL SKILLS ▪ ABILITY TO MULTITASK AND HANDLE OFFICE OPERATIONS EFFICIENTLY ▪ ATTENTION TO DETAIL AND ACCURACY ▪ ABLE TO WORK INDEPENDENTLY AND AS PART OF A TEAM 	WILL BE INFORMED DURING INTERVIEW



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PERSONAL ASSISTANT TO CEO	<ul style="list-style-type: none"> DIPLOMA OR BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION, MANAGEMENT, COMMUNICATIONS, OR RELATED FIELD. MINIMUM 2–5 YEARS OF EXPERIENCE AS A PERSONAL ASSISTANT, EXECUTIVE ASSISTANT, OR SIMILAR ROLE. EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS IN ENGLISH AND BAHASA MALAYSIA. STRONG ORGANIZATIONAL, TIME MANAGEMENT, AND MULTITASKING ABILITIES. PROFICIENT IN MICROSOFT OFFICE (WORD, EXCEL, POWERPOINT, OUTLOOK) AND OFFICE MANAGEMENT TOOLS. ABILITY TO HANDLE CONFIDENTIAL AND SENSITIVE INFORMATION WITH PROFESSIONALISM AND DISCRETION. 	WILL BE INFORMED DURING INTERVIEW



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POSITION	JOB REQUIREMENT	SALARY
SITE SUPERVISOR	<ul style="list-style-type: none"> ▪ DIPLOMA / CERTIFICATE IN CIVIL ENGINEERING, CONSTRUCTION MANAGEMENT, BUILDING TECHNOLOGY, OR RELATED FIELD. ▪ MINIMUM 2–5 YEARS OF EXPERIENCE IN CONSTRUCTION SITE SUPERVISION. ▪ STRONG KNOWLEDGE OF CONSTRUCTION METHODS, MATERIALS, AND SITE PRACTICES. ▪ ABILITY TO READ AND INTERPRET CONSTRUCTION DRAWINGS, SPECIFICATIONS, AND TECHNICAL DOCUMENTS. ▪ FAMILIAR WITH SITE SAFETY REQUIREMENTS AND COMPLIANCE STANDARDS. ▪ STRONG LEADERSHIP AND TEAM COORDINATION SKILLS. 	WILL BE INFORMED DURING INTERVIEW



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