



TEMUDUGA MYFUTUREJOBS

SENARAI JAWATAN

Now Hiring

“Step Into a Solid Career with KTS Timber Management Sdn Bhd”

Administrative Officer/Assistant

- Degree in Business Administration/ Accounting/ Finance/ Economics or other related disciplines with some working experience in the administrative field. However, fresh graduates are encouraged to apply as training will be provided.
- Proficient in English, able to write and communicate effectively. Knowledge of Mandarin and Bahasa Melayu will be an added advantage.
- Good interpersonal, oral and written communication skills.
- Able to work independently and as a team.
- Attention to details and strong in problem-solving.
- Excellent time management skill, able to multitask and prioritise daily workload effectively.
- Proficient in MS office and other relevant software.

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Due Date:
7/7/2026

Email to:
nazaree.yusuf@perkeso.gov.my
019-380 2441

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Accounts Officer / Assistant

- Degree/ Diploma in Accounting, with professional qualifications from any recognised bodies such as CPA, CIMA, MIA or ACCA, preference will be given to candidates with 3 to 5 years of relevant working experience.
- Good knowledge of Company Tax, SST, E-invoice and Finance.
- Able to handle full set of accounts and ensure timely closure of monthly accounts.
- Proficient in English, able to write and communicate effectively. Knowledge of Mandarin and Bahasa Melayu will be an added advantage.
- Good in interpersonal and problem-solving, attention to details, alert and well-organised. Able to work independently under minimum supervision.
- Matured, self-motivated and able to meet tight work schedules and deadlines.
- Proficient in MS office and other relevant software.

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Human Resource Officer/Assistant

- Degree in Human Resource Management, Business Administration or any equivalent qualification. Preferably with minimum 2 years working experience in a similar capacity. However, fresh graduates are encouraged to apply as training will be provided.
- Up-to-date knowledge of Malaysia labour laws and Industrial Relations Act.
- Able to handle HR activities including recruitment, attendance and leave management, disciplinary procedures, labour and industrial relations cases, etc.
- Proficient in English. Knowledge of Mandarin and Bahasa Melayu will be an added advantage.
- Good interpersonal, oral and written communication skills.
- Attention to detail, meticulous and high integrity in confidential matters and non-disclosure

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Internal Audit Officer

- Degree in Accounting/ Finance/ Business/ Information Technology/ Legal/ Engineering or other related disciplines with some working experience. However, fresh graduates are encouraged to apply as training will be provided.
- Where applicable, degree holder with a recognized Professional Qualification would be an added advantage.
- Proficient in English, able to write and communicate effectively. Knowledge of Mandarin and Bahasa Melayu will be an added advantage.
- A strong team player with good interpersonal, communication and writing skills.
- Matured, self-motivated and able to meet tight work schedule and deadlines.
- Computer literate with working knowledge of MS office applications.
- Willing to travel within Malaysia

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HSE Officer

- Degree in Environmental Science/ Environmental Engineering/ Occupational Safety & Health/ Chemistry or related field. Fresh graduates are encouraged to apply as comprehensive training will be provided.
- Understanding of Chemical Health Risk Assessment (CHRA), Noise Risk Assessment (NRA), MSPO (Malaysian Sustainable Palm Oil) standards and Environmental Compliance Audit (ECA) with knowledge of Malaysian regulations (DOSH, DOE, NREB) will be an added advantage.
- Proficient in English, able to write and communicate effectively. Knowledge of Mandarin and Bahasa Melayu will be an added advantage.
- Able to work independently and as a team.
- Strong willingness to learn with a positive attitude, and commitment to pursuing professional certifications.
- Willing to travel for site work as required

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GIS Assistant

- Diploma in Geographic Information System Technology/ Geospatial Science/ Computer Science/ Civil Engineering/ Geography or a related field.
- Preferably with some working experience in GIS field, but fresh graduates are encouraged to apply as training will be provided.
- Strong technical skills in data management and spatial analysis are an added advantage.
- Proficiency in GIS software such as Manifold, AutoCAD, ArcMap or similar tools.
- Able to analyze complex datasets and present findings clearly.
- Capable of working both independently and collaboratively in a team.
- Detail-oriented, matured, self-motivated and able to meet tight work schedules and deadlines.
- Fluent in written and verbal communication skills in English, Bahasa Melayu and Mandarin

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Project Executive / Officer

- Diploma in Geographic Information System Technology/ Geospatial Science/ Computer Science/ Civil Engineering/ Geography or a related field.
- Preferably with some working experience in GIS field, but fresh graduates are encouraged to apply as training will be provided.
- Strong technical skills in data management and spatial analysis are an added advantage.
- Proficiency in GIS software such as Manifold, AutoCAD, ArcMap or similar tools.
- Able to analyze complex datasets and present findings clearly.
- Capable of working both independently and collaboratively in a team.
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Mechanical & Electrical Project Engineer

- Degree in Mechanical / Electrical Engineering or equivalent, preferably with at least 2 to 3 years of relevant working experience in the related field.
- Strong knowledge of M&E systems such as HVAC, fire protection, plumbing, electrical distribution, and ELV.
- Experience in coordinating M&E works at project sites, including supervising contractors and monitoring site progress.
- Familiar with project management processes, specifications, standards, and local authority requirements.
- Able to participate in project meeting, plan and coordinate construction work.
- Able to work independently and as a team.
- Detail-oriented, matured, self-motivated and able to meet tight work schedules and deadlines.
- Fluent in written and verbal communication skills in English, Bahasa Melayu and Mandarin.
- Willing to travel occasionally

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