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BORNEO CONVENTION CENTRE KUCHING
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BORNEO CONVENTION CENTRE KUCHING (BCCK)



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Encik David – 019 671 4660
Cik Shirley – 019 294 4135

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Position Title	Requirements	Work Location
Executive Sous Chef	• Diploma/equivalent in Culinary • Minimum of 5 years' experience in a similar capacity, preferably in an international five-star hotel or convention centre with mass food production and cook/chill method	Kuching, Sarawak
Payroll Executive	• Degree/Equivalent in Human Resources/Business Administration • At least 3-5 years of working experience in a related field • Hands-on experience in managing monthly payroll, including the payment of weekly casual employees	
Admin Assistant (Building Maintenance)	• Diploma/equivalent in Business Administration • Well versed with Microsoft office and computerized maintenance management systems • Knowledge in ISO/IMS process is an advantage	



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Position Title	Requirements	Work Location
Technician (Building Maintenance)	• Diploma/equivalent in Building Maintenance • 3 years working experience in building maintenance • Good practical and technical skills, ability to conduct trouble-shooting and work independently	Kuching, Sarawak
Bartender	• SPM/equivalent, Certificate/Diploma in Food & Beverage, Hospitality Management or a related field is an advantage • 3–5 years of relevant experience in bar operations, beverage service, or the hospitality industry • 1–2 years of supervisory experience in a bar or F&B environment is preferred	
Commis	• SPM/equivalent/appropriate qualification in kitchen production. • 1-year working experience in a similar position, preferably within a hotel or conference centre • Experienced in Malaysia Standard MS 1500:2009 Halal food production, preparation, handling and storage	



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