



We are looking for a professional with good communication skills to fill the position of Finance Clerk

Requirements:

- At least SPM/STPM /"O" Level, any field.
- Required skill(s): Microsoft Office.
- Good communication in English and Bahasa Malaysia
- Working experience with knowledge in full sets of accounts and finance
- Computer literate
- Experience in accounting and administration will be an advantage
- Matured personality and positive working attitude and communication skills.
- Able to work independently.

Interested candidates are to submit a comprehensive resume detailing your personal particulars, attributes, qualifications and experiences as well as current and expected salary

Application must be accompanied by recent passport-size photograph (n.r.) and must reach us not later than 31 January 2012

**The Human Resource Division
UTMSPACE
No. 34-50, Jalan Kebudayaan 1
Taman Universiti
81300 Skudai
Johor
(email: hr@utmspace.edu.my)**

LEARNING CENTRE COORDINATOR (PULAU PINANG)

Sekolah Pendidikan Profesional Dan Pendidikan Berterusan

We are looking for a professional with good communication skills to fill the position of Learning Centre Coordinator in Pulau Pinang.

Responsibilities:

- Attend and provide prompt feedback to customers' inquiries
- Advise potential students benefits of life long education
- Coordinate and prepare procurement documents
- Coordinate part time classes at UTMSPACE Pulau Pinang
- Liaise with customers on payment and other office administrative matters
- Responsible for office safety

Requirements:

- Diploma in Office Management or related courses
- 3 years working experience in related fields is required for this position
- Able to work on Saturdays and Sundays

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We are looking for a professional and good communication skills to fill the position of Secretary to The Managing Director

Responsibilities

- Perform administration duties.
- Coordinate all interdependencies meetings.
- Follow-up on issues raised during meetings.
- Maintain systematic filing system and safe keeping important documents.
- Receive incoming mails or faxes and provide appropriate attention.
- Develop and maintain communication and involvement with key personnel.
- Support data gathering and preparation of the presentation materials.
- Take and distribute minutes of meetings
- Arrange /correspond, i.e. air ticket, meetings, hotel, meeting room usage etc

Requirements:

- Professional Certificate in Secretarial / Diploma or equivalent.
- 2 -3 years of working experience in the related field.
- Proficient in spoken & written English or Bahasa Malaysia.
- Good knowledge of computer skills, especially MS Office
- Strong interpersonal skills to liaise with people at all levels.
- Hardworking, self-initiative, able to work with minimum supervision.

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MANAGER HUMAN RESOURCE (JOHOR BAHRU)

Sekolah Pendidikan Profesional Dan Pendidikan Berterusan

We are looking for a professional with good communication skills to fill the position of
Manager Human Resource

Responsibilities:

- Responsible for full spectrum of HR functions which encompass the following:
 - Manpower planning
 - Recruitment & selection
 - Compensations & benefits
 - Payroll processing
 - Training and development
 - Performance appraisal and talent management
 - Succession planning and individual development plan
 - Health and safety issues
 - Industrial relation matters.
- Advise the management of latest HR Development of the market and to provide suggestion for manpower management.
- Liaise with government authorities in relation to employment procedure of hiring expatriates regarding their work permits and renewals and ensure compliance with rules and regulations of relevant authorities.
- Develop and revise HR and administration policies & procedures
- Ensure HR and administration policies are up to date and communicate promptly to employees.
- Regularly present HR related reports of the employees to the management
- Perform other duties which may be assigned by the management from time to time.

Requirements:

- Bachelor's Degree or equivalent in Human Resource or equivalent.
- 5 years of working experience in similar position, preferably in Education industry.
- Vast experience in recruitment and talent management is needed.
- A team player with strong interpersonal and communication skills, both written and verbal.
- Ability to interact with people from all levels.
- Meticulous eye for details and with good analytical skill.
- Well verse of labour laws as well as compensation & benefit schemes.
- Strong leadership and managerial skills with the ability to tackle high level issues as well as hands on execution.
- Good communication skills in English and Bahasa Malaysia.
- Location : Johor Bahru

The remuneration package will commensurate with qualification and experience.

Interested candidates are to submit a comprehensive resume detailing your personal particulars, attributes, qualifications and experiences as well as current and expected salary.

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