



BINA PURI GROUP OF COMPANIES

VACANCY NOTICE

Top Urgent!

We invite suitable qualified candidates for the following position :

Company : STAR EFFORT SDN BHD
Position / Level : **CUSTOMER SERVICE OFFICER**
No. of Vacancy : 2

Requirements / Responsibilities :

- Minimum SPM / Diploma in Property Management or equivalent.
- Minimum 2 years experience in handling customers.
- Pleasant, good interpersonal and communication skills.
- Manage and maintain all upkeeping activities of the site / property.
- Carry out full administrative, financial and maintenance functions.
- Lead and manage client-relationship.
- Handling complaints, problems and requests from building tenants / clients.

Interested candidates are kindly requested to write / call to respective HR Department.
Tel. No. : 03-6136 3333 Email : norjazliana@binapuri.com.my