



BINA PURI GROUP OF COMPANIES

VACANCY NOTICE

Top Urgent!

We invite suitable candidate for the following position : -

Company : KARAK LAND SDN BHD

Position : **ADMIN CUM CUSTOMER SERVICE OFFICER**
(Based at Karak, Pahang)

No. of Vacancy : 1

Requirements / Responsibilities :

- Fresh graduated / 1-2 years working experience in building management.
- Computer literate.
- Able to speak (fluent) and writing in English.
- To be point person as customer service and to compile documents (full time basis).
- To assist on Karak Site Management and organizing, managing and ensuring site maintenance work is carried out based on the schedule with proper documentation.

Those interested, please write in / contact HR Department.

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