



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.
- Experience in Customer Service and Property Management.
- Preferable fluent in English, Bahasa Malaysia and Mandarin will be an added advantage.
- 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 inquiries from building tenants / clients.
- Work location : OPUS Residence Management Office,
No. 8, Jalan Talalla, 50460 Kuala Lumpur.

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