

ADMIN CUM CUSTOMER SERVICE OFFICER

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 :

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

Those interested, please write in / contact HR Department.

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