

**ASSISTANT ACCOUNTS CUM SALES & MARKETING**

We invite suitable candidate for the following position : -

Company : Karak Spring Sdn Bhd  
Position : Assistant Accounts Cum Sales & Marketing  
(Based at Karak, Pahang)  
No. of Vacancy : 1

Requirements / Responsibilities :

- 1) Candidates must possess at least a Diploma or Certificates in any field.
- 2) Minimum 1-2 years experience in related field and fresh graduate are encouraged to apply.
- 3) Computer literate.
- 4) Able to speak (fluent) and writing in English.
- 5) Possess initiative, dedication and commitment.
- 6) Attend to customer inquiries, including calls/email and walk-in customer by providing relevant information about company's project.
- 7) Assist in general clerical administrative duties such as handling incoming and outgoing documents, distributing by hands, mails and courier service and/or any office support activities.
- 8) Assists in issuance of invoice, receipts, billings, collections, procurements, quotation source and etc.
- 9) Update and maintain data entry in the related systems or required reports such as Daily Working Report, Stock Inventory, Procurements, Petty Cash Reports etc.
- 10) Assist in inventory check-up or general site inquiries provide or request by farm Supervisor.
- 11) Assists in any projects, sales and marketing activities/event.
- 12) Carry out ad-hoc tasks as assigned by superior from time to time.

Those interested, please write in / contact HR Department.

Tel. No. : 03-6136 3333 ext. 3023 Email : [norjazliana@binapuri.com.my](mailto:norjazliana@binapuri.com.my)