

**SENET JOB FAIR 2008**

**26 and 27 July 2008 – Worldwide Business Centre, Shah Alam**

**Name of Organisation: [ING Insurance](#)**

**Total no of jobs: 15**

No	Job Vacancy	No of positions	Job description or Job requirements	Candidate requirements (i.e. degree, experience etc)	Expected Salary (optional)
1	Financial Advisor	15	- Full time / Part time	- Min SPM with 5 passes	
			- Highly motivated		
			- Preferably with own transport		
			- A Good team player		

**SENET JOB FAIR 2008**

26 and 27 July 2008 – Worldwide Business Centre, Shah Alam

Name of Organisation: **Kelly Services Sdn Bhd**

Total no of jobs: 370

No	Job Vacancy	No of positions	Job description or Job requirements	Candidate requirements (i.e. degree, experience etc)	Expected Salary (optional)
1	<b>Inbound Customer Service Executive</b>	200	To handle inbound calls from customers, providing customers with answers to general & product enquiries as well as giving billing info provided by the system. Each CSE will ensure that each call is handled in a way that contributes to overall customer satisfaction & increases customer loyalty. Able to work shifts, weekends & Public Holiday.	Min SPM with good communication in English & interpersonal skills, Fresh graduates are encouraged to apply, Experience in customer service & fluency in Mandarin dialect would be an added advantage	Min RM1400 + RM300 Mandarin Allowance + Shift Allowance + Transport reimbursement + Max RM300 Performance Bonus + Overtime Allowance
2	<b>Associate Technical Support</b>	60	To attend, guide and provide trouble shooting assistance for U.S customers (business and non-business) on their products, general, technical and other inquiries daily. To display politeness, friendliness and professionalism through out the interaction with the customers. Able to work 24/7 rotation shifts, weekends & Public Holiday.	Min SPM with fluent communication in English, excellent interpersonal skills, Fresh graduates are encouraged to apply, Experience in customer service would be an added advantage	RM1500 + Min RM200 – Max RM400 Shift Allowance + Transport reimbursement + Max RM300 Performance Bonus + Overtime Allowance

**SENET JOB FAIR 2008**

26 and 27 July 2008 – Worldwide Business Centre, Shah Alam

Name of Organisation: **Kelly Services**

All Job Posting in Subang Jaya, Shah Alam, Klang.

Total no of jobs: 285

No	Job Vacancy	No of positions	Job description or Job requirements	Candidate requirements (i.e. degree, experience etc)	Expected Salary (optional)
1	i)Accounts Assistant (Permanent)	10	Full Set	Degree / Diploma	RM 1800 to RM 2000 per month
	ii)Account Assistant (Temporary/Contract)	10	To assist in accounting duties. Training will be provided	Diploma/Certificate/ Degree. Fresh graduates are encouraged to apply	RM7 – RM9 per hour or RM1600 to RM2000 per month
2	Sales Engineer (Permanent)	20	Semiconductor/ Manufacturing	Degree CGPA 3.0 & above	RM 3000 to RM 5000 per month
3	i)Sales Executive/ Manager (Permanent)	5	FMCG/Packaging/ Manufacturing	Degree, Have experience in packaging industry	RM 2500 to RM 3500 per month
	ii)Sales Specialist (Contract)	30	To pitch for sales with corporate / end user customers to sell telecommunication solutions	SPM/Diploma/Degree Own transport. Aggressive. Fresh graduates are encouraged to apply	RM1400 Basic + RM750 Transport Allowance + Commission (2K – 5K) + Hand phone Subsidy RM300 + OT
4	i)Admin Assistant/ Executive (Permanent)	20	Able to use computer Independent/Pleasant personality	Diploma / Degree	RM 1200 to RM 1800 per month
	ii)Admin Assistant/ Executive (Temporary/Contract)	10	To do general administrative duties.	SPM/Diploma/Degree. Students on semester break are encouraged to apply	RM7 – RM9 per hour / RM1100 to RM1800 per month

SENET JOB FAIR 2008  
26 and 27 July 2008 - PWTC

Name of Organisation: **TELEDIRECT TELECOMMERCE SDN BHD**

Teledirect is part of the WPP group, the world's largest communications group. We provide outsourced call-centre services to the largest multinationals in the finance, telecommunications and IT sectors. Our ranges of services include customer service, telesales and technical helpdesk. Our other offices in the region are located in Singapore, Hong Kong and Thailand. Our call centre employs around 300 telemarketers and to aid our expansion, we are looking for individuals with initiative and drive to join our team in our Malaysian office.

Total no of jobs: 111

No	Job Vacancy	No of positions	Job description or Job requirements	Candidate requirements (i.e. degree, experience etc)	Expected Salary (optional)
1	Call Centre Executive	100	<ul style="list-style-type: none"> <li>- To communicate and promote client's products and services over the telephone.</li> <li>- Customer database and comprehensive training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum diploma holders.</li> </ul>	Attractive salary package and monetary incentives.
2	Team Leader	10	<ul style="list-style-type: none"> <li>- To manage and motivate Call Centre Executives to achieve targets and follow up on team performance.</li> <li>- To manage clients' expectations and ensure daily deliverables are met.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum diploma holders with at least 2 years experience in Banking/Insurance Outbound Call Centre.</li> <li>- Minimum 1 year experience in managing a Telesales team.</li> </ul>	-
3	Receptionist	1	<ul style="list-style-type: none"> <li>- Answering phone calls and handling general enquiries.</li> <li>- Handling of mails and courier matters.</li> <li>- Other ad-hoc tasks as assigned by superior.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum SPM qualification.</li> <li>- Proficient in MS Word and Excel applications is a must.</li> </ul>	-

**SENET JOB FAIR 2008**

26 and 27 July 2008 – Worldwide Business Centre, Shah Alam

Name of Organisation: **DOMMAL FOOD SERVICES SDN BHD**

Total no of jobs: 195

No	Job Vacancy	No of positions	Job description or Job requirements	Candidate requirements (i.e. degree, experience etc)	Expected Salary (optional)
1	Store Manager	8	1. Business minded individual 2. Team builder 3. Problem Solver 4. Communicator 5. Multitasker 6. Responsible for the restaurant performance 7. Run restaurant efficiently & profitably 8. Maintain high standards of food, service, health & safety 9. Lead staff passionately	Degree or Diploma in any discipline with minimum 1 – 5 years working experience in hospitality, FMCG or QSR environment	RM2,000 – RM2,500
2	Assistant Manager	10	1. Business minded individual 2. Team builder 3. Problem Solver 4. Communicator 5. Multitasker 6. Run restaurant efficiently & profitably 7. Maintain high standards of food, service, health & safety 8. Lead staff passionately	Degree or Diploma in any discipline with minimum 1 – 5 years working experience in hospitality, FMCG or QSR environment	RM1,510 - RM1,700

3	<b>Manager in Training</b>	25	<ol style="list-style-type: none"> <li>1. Ambitious</li> <li>2. Team builder</li> <li>3. Problem Solver</li> <li>4. Communicator</li> <li>5. Multitasker</li> <li>6. Run restaurant efficiently, profitably</li> <li>7. Maintain high standards of food, service, health &amp; safety</li> <li>8. Lead staff passionately</li> </ol>	Fresh Graduates or Diploma in any discipline. Experience in hospitality, FMCG or QSR environment would be an added bonus.	RM1,200
4	<b>Customer Service Representatives</b>	40	<ol style="list-style-type: none"> <li>1. Good telephone etiquette</li> <li>2. Familiar with PC application</li> <li>3. Customer driven &amp; a team player</li> <li>4. Must able to work on shift, weekends and public holidays.</li> </ol>	Minimum SPM with excellent command of English & Bahasa Malaysia (Oral & written)	RM850 – RM1,200
5	<b>Shift Leaders</b>	10	<ol style="list-style-type: none"> <li>1. Be able to communicate in English</li> <li>2. Must able to work on shift, weekends and public holidays.</li> <li>3. Friendly personality and has leadership skills</li> </ol>	Degree or Diploma. Fresh Graduate are encourage to apply.	RM850 – RM1,200
6	<b>Riders</b>	100	<ol style="list-style-type: none"> <li>1. Deliver Pizza</li> <li>2. Minimum aged 17+</li> <li>3. With valid driving licence "P" (B2)</li> </ol>	Minimum SPM	RM800 – RM1,000
7	<b>Accounts Assistant</b>	2	<ol style="list-style-type: none"> <li>1. Minimum 1 – 3 years experience.</li> <li>2. Computer literate and knowledge in Sun Accounting System an added advantage</li> <li>3. Independent and able to work under minimum supervision</li> <li>4. Able to meet tight reporting timeline</li> </ol>	Minimum LCCI or Diploma in Accounting.	RM1,000 – RM1,500

**SENET JOB FAIR 2008**

26 and 27 July 2008 - PWTC

Name of Organisation: **HSBC Electronic Data Processing Centre Sdn. Bhd.**

Total no of jobs: 123

No	Job Vacancy	No of positions	Job description or Job requirements	Candidate requirements (i.e. degree, experience etc)	Expected Salary (optional)
1	New Zealand - CC	3	<ul style="list-style-type: none"><li>• Servicing inbound calls that deal with a variety of personal banking related matters such as Balance enquiries, Direct debits, Standing orders (etc) and Customer account detail maintenance.</li></ul>	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>
2	Customer Relationship Centre	5	<ul style="list-style-type: none"><li>• To assist US based customer via the phone on their banking enquiries on a timely manner.</li><li>• Ensure all customer needs are met inline with business requirement - quality, customer satisfaction etc.</li></ul>	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>
3	Collections (CCS - IT)	7	<ul style="list-style-type: none"><li>• Collections team deals with inbound calls focusing on collections due in the account.</li><li>• We also discuss with the customer their financial difficulties and provide alternative options to assist them resolve their financial difficulties.</li></ul>	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>
4	HBIB Call Centre	6	<ul style="list-style-type: none"><li>• To provide telephone banking services to HSBC International Banking (HBIB) customers (i.e servicing UK customers residing out side of UK)</li></ul>	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>
5	AUCC (AUS Credit Card Call Centre)	5	<ul style="list-style-type: none"><li>• Servicing inbound calls that deal with a Credit Cards Inquiries, ie; card activation, balance inquiries, account maintenance etc</li></ul>	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>

6	US Cards (Call Centre)	10	<ul style="list-style-type: none"> <li>• Process involves representatives receiving inbound Customer Care calls for Household, Orchard and GM accounts and assisting customers by answering questions they have relative to things such as late charges, interest, statement reprints, address changes, change in due date and payments. <ul style="list-style-type: none"> <li>• To set up payments over the phone (check by phones). In addition, the representatives will identify opportunities to offer enhancement service products either through direct enrolment or warm transfer to affiliates as outlines in Scout (online reference tool). The process will be worked by queues (Service and Service Plus).</li> </ul> </li> </ul>	SPM & above/ relevant experience	RM 1,600 – RM 2,000
7	Human Resource (HR Executive)	2	HR - Executive Peoplesoft/ Resignation	SPM & above/ relevant experience	<b>(Based on experience)</b>
8	Finance - Payment Executive	1	<ul style="list-style-type: none"> <li>• As the first point of entry of Financial Data in AP, FA and GL. To record Financial Data into the accounting system for internal and external purposes including recording of invoices, receipts, claims and payments in an accurate, complete and timely manner. Maintenance of proper accounting records for audit trail, various submissions and reporting purposes.</li> <li>• Statutory and all group audits - Ensuring compliance with HSBC internal control standards and clean reports in respect of internal, statutory and group audits. Also the timely implementation of internal and external audit points and follow up actions of audit findings to ensure non-repetition of same.</li> <li>• Processing of supplier invoices and all staff claims on a timely basis (including preparing payment vouchers, bill vouchers for payment of invoices and ensure payments are authorized in</li> </ul>	SPM & above/ relevant experience	<b>(Based on experience)</b>

			accordance with HDPM approved expenditure limits policy). • Prepare cheques, letters of instructions and payment instruction in HSBCnet in accordance with HDPM approved bank signatories list.		
<b>9</b>	Trade	<b>18</b>	TBA – to be announced	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>
<b>10</b>	Electronic Payment Outward	<b>13</b>	Outwards payments processing	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>
<b>11</b>	DSC XXAREC	<b>10</b>	General processing of District Service Centre (UK)	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>
<b>12</b>	DSC GENVCH	<b>6</b>	General processing of District Service Centre (UK)	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>
<b>13</b>	SGH OAM	<b>3</b>	Account Opening Maintenances (Personal & Corporate) (b) Account Closing Transactions & Maintenances (Personal & Corporate)• Account Opening: documents will be first checked in SGH before being scanned to HDPM for HUB processing• (b) Account Closing: initial check in SGH before being scanned to HDPM for HUB processing (effect transactions to close account balances before completing HUB account closure maintenances)	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>
<b>14</b>	Taiwan Oam	<b>2</b>	General processing	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>

15	IFS	30	<ul style="list-style-type: none"> <li>• IFS provides comprehensive global, European regional, UK sub-custodian and corporate trustee services.</li> <li>• Process involves "repairing" failed straight through processing, movement of IFS stock through internal accounts, and cancellation/amendment of instructions.</li> </ul>	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>
16	Operational Risk & Control	2	<ul style="list-style-type: none"> <li>• Assist in managing the Operational Risk and Control areas of the Global Banking &amp; Markets in HDPM.</li> <li>• Ensures that operations areas are aware of the risks in their areas and that whenever possible controls are in place to mitigate the impacts of those risk.</li> <li>• Liaise with Business Areas, respective onshore ORC Team and follow Group guidelines and rules with regard to Risk and Control</li> </ul>	SPM & above/ relevant experience	<b>RM 1,600 – RM 2,000</b>

**SENET JOB FAIR 2008**

26 and 27 July 2008 – Worldwide Business Centre, Shah Alam

Name of Organisation: **MSP HITECT (M) SDN BHD**

Total no of jobs: 48

No	Job Vacancy	No of positions	Job description or Job requirements	Candidate requirements (i.e. degree, experience etc)	Expected Salary (optional)
1	IT HELP DESK SUPPORT	30	To provide technical help support mainly on Microsoft products via phone and emails.	Should be a graduate in IT, should have good knowledge of Microsoft applications and technically must be strong. Good command of English. Willing to work on shift. Fresh graduate are encouraged to apply	
2	Software Developer	10	To develop and test software applications using Microsoft technologies	Should be a graduate in IT Should have at least 2-3 years relevant working experience in developing software applications using Dot.Net technologies, SQL Server and Crystal report.  Good command of English. Must be able to work with minimum supervision.	
3	Project Manager	2	To manage both hardware and software projects. To manage the software development team. To coordinate with customers and vendors.	Should be a graduate in IT. Should have at least 2-3 years of Project Management working experience.  Good command of English.	

				<p><b>Must have leadership skills.</b></p> <p><b>Able to conduct meetings and prepare reports.</b></p>	
4	<b>Business Development Executive</b>	2	<p><b>To handle and manage existing customers.</b></p> <p><b>To identify and build new customer base</b></p> <p><b>To coordinate with service delivery team</b></p>	<p><b>Should be a graduate in IT/ Business.</b></p> <p><b>Should have a liking for marketing / Sales/ Business Development job.</b></p> <p><b>Able to work independently with minimum supervision.</b></p> <p><b>Good command of English.</b></p> <p><b>Willing to travel</b></p>	
5	<b>System Engineer</b>	2	<p><b>To manage the IT infrastructure system requirements.</b></p> <p><b>To install and maintain Linux and Microsoft OS.</b></p> <p><b>To Manage IT Network related problems / issues</b></p>	<p><b>Should be a graduate in IT.</b></p> <p><b>Should have at least 2-3 years of working experience as System Engineer.</b></p> <p><b>Good command of English.</b></p> <p><b>Must be able to work independently.</b></p>	
6	<b>Office Administrator</b>	2	<p><b>To handle / administer the day to day running of the office.</b></p> <p><b>To coordinate and aliase with employees on relevant problems and issues.</b></p>	<p><b>Should be a graduate in business administration</b></p> <p><b>Fresh graduate are encouraged to apply.</b></p> <p><b>Good Command of English.</b></p>	

**SENET JOB FAIR 2008**

26 and 27 July 2008 - PWTC

Name of Organisation: **Agensi Pekerjaan STS Sdn Bhd (321683-H) JTR No. 970**

Total no of jobs: 29

No	Job Vacancy	No of positions	Job description or Job requirements	Candidate requirements (i.e. degree, experience etc)	Expected Salary (optional)
1	Senior Clerk/Management Trainee	5	Handling Clerical duties	Diploma/Degree in Accounting, Finance, Bus. Admin etc.	RM1000-RM1,500
2	SAP Data Entry Clerk	5	Experience in logistic with SAP knowledge	SPM/Dip/Degree in any fields	RM1,500-RM1,800
3	Graphic Designeer	5	2-3 yrs experience	Dip/Degree in Art and Design	RM1,800-RM2,500
4	Secretary	2	1-2 yrs experience	PSC	RM1,800-RM2,500
5	Accounts Exec/Asst.	4	1-3 yrs experience	Dip/Deg in Accounting	RM2000-RM2,500
6	Internal Audit	4	2-3 yrs experience	Deg in accounting	RM2,000-RM3,000
7	Sales/Marketing Exec/Asst./Coordinator	4	1-3 yrs experience	Dip/Deg in Marketing	RM2,000-RM3,000