

## **PRODUCTION CLERK**

### **Job Responsibilities:**

1. Handle shipping & receiving and perform data entry.
2. Monitor and update materials stock record.
3. Sort and distribute incoming mail and send outgoing mail.
4. Answer and transfer telephone calls or take messages.
5. Files all documents related to the production department.
6. Assist with hand work in the production department when needed.
7. Prepare weekly and monthly Production Report.
8. Be the Quality Management Representative (QMR) and prepare ISO document.
9. Perform other duties as assigned.

### **Job Qualifications:**

- Diploma holder with any discipline or SPM/STPM holder.
- Fresh graduates are also welcomed to apply.
- Familiar with Microsoft Office, Excel and Powerpoint.
- Fluent in Bahasa Malaysia and English.
- Ability to speak Chinese language is a plus.

### **Required document:**

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with a recent passport-sized photography;
- Transcripts from SPM to current level;
- NRIC photocopy;