

Clerk

Responsibilities

- Carry out operational and support functions.

Requirements

- SPM with credits in English, Bahasa Malaysia and Mathematics/Principle of Accounts or Diploma in any relevant field.
- Good communication and interpersonal skills with good self discipline.
- Strong initiative to learn with knowledge of computer applications.
- Able to work efficiently to meet stated goals, proactively satisfy customer needs and solve problems in a logical and analytical manner.
- Self-motivated and able to accept challenges with a clear objective to achieve organizational goals.