



ADMIN & ACCOUNT ASSISTANT

Mach3 Engineering Consultants Sdn Bhd is an Engineering Consultants specializing in corrosion control solutions for various fields such as Oil and Power Industry. In line with our rapid expansion, we invite enthusiastic, career minded and dedicated individual to apply few positions at our Company.

Requirements:

- Candidate must possess at least SPM / "O" Level or Higher Secondary / STPM / "A" Level / Pre-U in any field.
- Required skill(s): MS Excel, MS Word, MS Powerpoint, Outlook and computer literate.
- To assist in general office administration.
- Able to communicate and write in English and B. Malaysia
- Able to work independently with least supervision.
- Applicant must be willing to work in Subang.
- Applicants should be Malaysian citizens or hold relevant residence status.
- Full-Time positions available.
- Able to work immediately.

Only shortlisted candidates will be notified.

Interested applicants are invited to write-in / fax-in / email with comprehensive resume including current and expected salary to:

Mach3 Engineering Consultants Sdn Bhd
No 19-A, Jalan Tiara 3
Taman Perindustrian Sime UEP
47600 Subang Jaya, Selangor
Fax: 03-8023 5867
Email: jobs@mach3engineering.com