

AGENSI PEKERJAAN SGR SDN BHD (Co. No. 1338397-X) **JTKSM 898C SIRI 0466**

Dated: 25.08.2020

Location : Selangor

Job Title: OPERATOR (MALE/FEMALE)

Department: Production

Salary Offer: RM1200 - RM 1500

Working days: Mondays to Saturdays

Working hours: 9 hours

Age : 20-45

OverTime: (Depending and festive season)

Working Condition: Standing / A little Air conditioner

Time: 8.00am – 5.00pm

Additional Allowance:

- Medical Fee Rm 100.00 (per annum)
- Attendance Rm 100.00
- Annual Leave
- EPF/SOSCO/EIS

Full / Part Time / Contract : Long Term

As this is a small company, all staff must be willing to assist in the Company's operational work to fulfill our job orders ie. Perform other duties as and when needed. Be able to perform moderate to heavy lifting, be able to work in a physically demanding environment.

Be able to work under pressure to meet tight deadlines.

Job Description : **General Workers/Factory Operators**

The Employee Will:

- Able to work with the Factory Executive and the other Colleagues in order to ensure that the work runs smoothly.
- Can work independently (Safety first)
- Be motivated, enthusiastic about his job and keen to take on responsibilities.
- Be able read, write and communicate in English and Malay
- Education Level – Minimum standard 6

Job Requirement :

Responsibilities/Objectives:

- Be able to perform moderate to heavy lifting, be able to work in physically demanding environment.
- Ensure all employees abide by the safety regulations.
- Responsible to keep line clean of any debris at all times.
- Review work order for assembly instruction.
- Update production forms as required
- Assist paperwork for line checks, and quality checks.
- Obey instruction
- Perform other duties as needed or assigned.

Additional Note: As this is a small company, all staff must be able and willing to assist in a range of activities

Min Year Experience: 2 years minimum

Require Date/Month : Asap

Prefer Languages : Bahasa Malaysia, English

Prefer Age : 20-45

Company Information

Industry : Manufacturing

Dress Code : Provided Uniform, Formal, Etc

Working Hours / Days: 8.00am – 5.00pm

Benefits : Medical claim up to Rm100 per annual, etc