

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

Dated: 06.08.2020

Location : Johor

Job Title: Operations Co-ordinator

Department: Services

Salary Offer: RM 1600 – RM 2600

Working days: Mondays to Saturdays

Working hours: 9 hours

Age : 20-45

OverTime: (OT paid as and when required)

Working Condition: All type of environment, depend on our
Customer job site condition

Time: 8.00am – 5.00pm

Additional Allowance:

- Petrol allowance Rm 50.00
- Attendance Rm 220.00
- Hostel provided
- EPF/SOSCO

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 fulfil 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 : **Operations Co-ordinator**

The Employee Will:

- Able to work with the Operations Manager and the other
- Colleagues in order to ensure that the work runs smoothly
- Can work independently to coordinate with our customer's requirements (Safety First, moving, positioning, crating machines, etc)
- Be motivated, enthusiastic about his job and keen to take on responsibilities
- Be able to read and communicate in English

Qualification : CIDB/Safety/Electrical Certificate or Diploma

Job Requirement :

Responsibilities/Objectives:

- Ensure all employees abide by the safety regulations.
- Review work order for assembly instruction.
- Assist paperwork for line checks and quality checks.
- Obey instruction from Line Leader/Technician to bring additional components for production line as needed.
- Perform other duties as needed or assigned
- Possess own vehicle
- Applicants must be willing to work in Malaysia (All state)
- Must be willing to learn

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 : Below 40

Company Information

Industry : Manufacturing

Dress Code : Provided Uniform, Formal, Etc

Working Hours / Days: 8.00am – 5.00pm