

Looking for Job?? SM Aircond & Electrical Sdn Bhd Is Hiring NOW!

1) Senior Aircond Technician.

- Min Experience 8 years.
- Provide Own transportation.
- Friendly, Hardworking, good personality.
- Can Work independently.
- Have GDL
- Good in troubleshooting.
- Able to manage cooling towers, VRV, VRF systems, ducting systems, panel board.
- Speaks Bahasa & English.
- Salary FROM Rm 3500.00

2) Assistance Senior Aircond Technician.

- Min Experience 4 yrs
- Provide Own transportation.
- Friendly, Hardworking, good personality.
- Can Work independently.
- Have GDL
- Good in troubleshooting.
- - Able to manage cooling towers, VRV systems, ducting systems, panel board.
- Speaks Bahasa & English.
- Salary FROM Rm 2500.00

3) Junior Aircond Technician.

- Min Experience 1 yrs & basic of Aircond.
- Friendly, Hardworking, good personality.
- Provide Own transportation.
- Can Work independently.
- Speaks Bahasa & English.
- Salary FROM Rm 1500.00

4) Aircond Technician.

- Vocational Background or have interest in related field.
- Provide Own transportation.
- Friendly, Hardworking, good personality.
- Can Work independently.
- Speaks Bahasa & English.
- Salary FROM Rm 600.00

5) Marketing exclusive officer.

- Min Experience of 3 years in marketing field.
- Min Spm / Diploma.
- Ex Insurance agents welcome (Business related training provided)
- Friendly, Hardworking, good personality.
- Provide Own transportation.
- Can Work independently.
- Speaks Bahasa & English.
- Earn up to Rm 10,000.00 per Month.

6) General Clerk.

- Min 3 years' Experience.
- Basic salary Rm 1500.00

- Operates and maintains Microsoft, Excel, Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.

**a)** Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.

**b)** Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.

**c)** Answer telephones, direct calls and take messages.

**d)** Compile, copy, sort, and file records of office activities, business transactions, and other activities.

**e)** Complete and mail bills, contracts, policies, invoices, or checks.

**f)** Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.

Fun and dynamic work environment

Outstanding career development opportunities

Opportunities for enhanced learning

Please take note that all salary will be revised after looking at job & experience.

Company Provides EPF & Socso for employees.

Good increment for hardworking employees.

Office Located In Bandar Tasik Puteri Rawang Selangor.

Please send in your resume to

[sunwoodocean@yahoo.com.my](mailto:sunwoodocean@yahoo.com.my)

[cc : mandeepno1@hotmail.com](mailto:cc:mandeepno1@hotmail.com)

or contact 012-669 0312/ 019-249 9544