

ADVFIT

ADVFIT Automation Sdn Bhd

We are one of the leading automation solution providers in Malaysia. Since inception in year 2002, **Advfit** Automation Sdn. Bhd. (Formerly known as Advance Fittings Sdn Bhd) has established itself as an active automation products distributors and providing engineering solutions for manufacturing industries.

Thanks to your support throughout the years and today, we have diversified our product distribution ranges directly to you from SSRs, variable types of sensors & switches, CNC tool settlers to Limit Switches, power supplies, counters, timers, micro motors, variable types of pneumatic controls, temperature controllers etc

We are looking for the dynamic candidate to join our expansion plan on the business growth.

GENERAL Clerk

(Kuala Lumpur, Penang)

Responsibilities:

- To help on day to day administrative work.
- Check stock monthly
- Able to maintain company petty cash, Quotation, Invoice & DO.
- Answer incoming phone calls.

Requirements:

- Candidate must possess at least a Primary/Secondary School/SPM/Certificate in Accountings (UBS Systems)
- At least 1 year(s) of working experience in the related field is required for this position.
- 2 Position are required (1 position based in Penang & 1 based in KL)
- Applicants should be Malaysian citizens or hold relevant residence status.
- Preferable Chinese Candidate
- Can converse well in English , have a pleasant personalities
- Preferably Non-Executives specializing in Clerical/General Administration or equivalent.
- Computer knowledge is a must (excel / words)
- Full-Time positions available.

Interested candidates, please email your resume or fax it over to Ms Angelina at E-mail : angelina@advfit.com , Fax Number : 04-643 0113

Interview invitations and status updates may be sent via email so please check your email regularly.

Interested applicants are invited to E-mail or write-in your detailed resume stating personal particulars, qualification, employment history, remuneration expected, contact number and a passport-sized photograph (n.r.) to:

ADVFIT Automation Sdn Bhd

(angelina@advfit.com)

43, 1st Floor, Persiaran Mahsuri 1/1
Sunway Tunas
11900 Bayan Lepas
Penang

Fax No.: 604-643 0113

For more information, you may visit us at :- <http://www.advfit.com>

For write-in applications, kindly indicate the position applied for on the upper left-hand corner of the envelope