



PERCETAKAN NASIONAL MALAYSIA BERHAD

PERCETAKAN NASIONAL MALAYSIA BERHAD (PNMB) is an established printing company with 12 branches throughout Malaysia. We seek qualified candidates to join us.

OPERATIONS EXECUTIVE, CARD PRINTING (KUALA LUMPUR)

Responsibilities:

- Manage and monitor the i-KAD Operation Centers daily operation to ensure smooth production of delivery cards.
 - i-KAD Outlet (POC) - start with the process of printing until the card delivery to Immigration or MyEG.
 - i-KAD Outlet (POC) - monitor eSPP performance of each POC and perform first line support if needed.
- Train and assist operators to implement daily work activities according to the standard operating procedure (SOP) so as to achieve production target.
- Train and assist operators in using related system.
- Perform first line of support role for all technical issues related to operation process.
- Manage and coordinate with operators for cards movement at I-KAD POC JIM & MyEG.
- Maintains and prepares I-KAD delivery reports (daily production statistics, checkout parcel, delivered parcel, return parcel) - for submission to direct superior/management.
- Monitor subordinates work performance and attendance and report to superior/Human Capital/management for absenteeism, poor performance etc.
- Perform any assignment/task related to I-KAD Operations as assigned by direct superior/management
- Liaise with customer (Immigration Department & MyEG) for any related matters, if required.

Requirements:

- Possess a Degree in relevant discipline.
- Minimum 2 years working experience in job function or a similar capacity with project base is an added advantage.
- Good leadership, strong analytical, communication as well as interpersonal skills, result-oriented & team player
- Good problem solving skills and able to work under pressure.
- Good knowledge in Microsoft Office.
- Good command of spoken and written English and Bahasa Malaysia.
- Mature and willing to work long hours.
- Possess own transport.

We provide attractive remuneration package includes fixed transport allowance, out-patient dental & medical benefits, hospitalization & surgical coverage for self and dependent, group term life & personal accident insurance.

Candidates are required to submit a comprehensive resume including:

- Details of present job responsibilities
- Current and expected salary
- Passport size photograph
- Certificates & relevant documents including the latest pay slip

to the following address:

PNMB Headquarters

Human Capital Department
Percetakan Nasional Malaysia Berhad
Jalan Chan Sow Lin
50554, Kuala Lumpur
Tel: 03-9236 6820 (Pn. Emilia) / 03-9236 6816 (Pn. Raini)
Fax: 03-9236 6999

Email: hr@printnasional.com.my / emilia@printnasional.com.my / RAINI@printnasional.com.my

The remuneration package will commensurate with the applicant's Qualification, Knowledge, Hands on experience and Skills.

Kindly submit your application before **30 August 2017** Only shortlisted candidates will be notified.

