

PERCETAKAN NASIONAL MALAYSIA BERHAD (PNMB) an established printing company with 12 branches in Malaysia seeks qualified candidates to join us.

MANAGER - LAWNET

Responsibilities:

- Provides support for developing new products and services for Lawnet.
- Participates in the development of the product development plan, strategies and annual budget.
- Prepares reports setting out ideas and approaches for existing products & services and for the development, management and operation of existing and new products & services for customers
- Reviews and analyses customers feedbacks to develop new products, improve existing services and streamline process and operation to increase subscribers and improve subscriber satisfaction.
- Advises on equipment/ infrastructure modification to enable process changes for new product development.
- Develops prototypes and programs to improve yield, processes and methods of existing products and services.
- Prepares technical reports and specifications and maintains appropriate records.
- Conducts test protocols and procedure and product evaluation.
- Supports all Sales and Marketing initiatives relating to Lawnet and Warta.

Requirements:

- Possess at least a Bachelor's Degree of Laws.
- Good command of Bahasa Malaysia and English.
- At least 5 years' experience in legal matters.
- Experience in publishing is an advantage.
- Strong analytical skills and extremely good logical reasoning abilities.
- Committed, hardworking and enthusiastic.
- Excellent skills in Microsoft Word, PowerPoint and Excel.

SALES MANAGER

Responsibilities:

- Prepares and monitors weekly and monthly work sales plans in line with the Annual Sales Plan and Budget
- Participates in developing pricing structure and margins for various clients
- Participates in identifying new sales opportunities

- Participates in developing KPIs/sales targets and improvement plans and prepares reports on sales performance regularly
- Maintains and manages accounts by building close relationship with existing and new clients
- Liaises closely with internal departments such as production and graphic design to ensure sales strategies and targets are met
- Leads in preparation of bids and quotations submission for potential clients
- Attends to customer queries and complaints
- Manages and monitors sales collection

Requirements:

- Degree in any disciplines
- Minimum 3 years relevant working experience of which 1 year is in management level.
- Able to work with various client environment including government, financial institutions and private sector.
- Excellent verbal, written and presentation skills in Bahasa Melayu and English

HUMAN CAPITAL EXECUTIVE

Responsibilities:

- Responsible for planning, implementing and monitoring of HCM functions, activities and company's policies in relation to management of Human Capital.
- Handles recruitment and selection activities as well as monitoring staff movement, compensation and benefits / staff welfare administration, performance evaluation and industrial relations.

Requirements:

- Candidate must possess at least a Degree in Human Resources / Business Administration or equivalent.
- Minimum 2 year relevant working experience
- Knowledgeable in Labour Law, Employment Act, Industrial Relation Act and Statutory regulations.
- Able to work independently with minimum supervision and meet deadlines.
- Good command of spoken and written English and Bahasa Melayu
- Pleasant personality, analytical mind and strong team spirit
- Able to work under pressure and meet tight deadlines.

EXECUTIVE IT

Responsibilities:

- Provides troubleshooting / support for end users relating to all technical issues such as hardware, software, printer, photocopier and networking connections.
- Performs system administration tasks in creating, deleting and modifying user account, email account and firewall.
- Manages and audit system security policies, software licensing and hardware assets.
- Administers and maintenance of WAN devices.
- Monitors & troubleshooting system security for local area network, wide area network, Internet and email facilities.
- Installing, supporting and maintaining of Windows, Apple & Unix server.
- Designs the disaster recovery system architecture

Requirements:

- Degree in Computer Science, Information Technology or equivalent.
- At least 2 years of working experience in a related field is required.
- Preferably a person who is specializing in Network, Server or Security.
- Knowledge of network cabling, DNS, AD & DHCP server.
- Good analytical and problem solving skills.
- Strong technical troubleshooting skills.
- Able to work independently, self-motivated and can work in a team.
- Dynamic person with a strong sense of responsibility.
- Willing and able to provide on-call support after office hour if necessary.
- Willing to work after office hours and during weekend if required.
- Able to conduct installation, configuration and setup of network, server or security equipment/ devices after office hours or on weekend if required.
- Applicants must be willing to travel to PNMB's branches.

ASSISTANT BRANCH MANAGER

Responsibilities:

- Assists and support Branch Manager pertaining to Branch operation.
- Supervises a team of production personnel and technician in executing the daily production activities and maintenance plan
- Manages production staff to ensure effective and efficient utilization of personnel, plant facilities, materials and machine resources in term of cost
- Manages production staff to ensure effective and efficient utilization of personnel, plant facilities, materials and machine resources for the attainment of production requirements of the company
- Follow up and supervise production progress and problem solving if any

Requirements:

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma

in Printing or related field

- Minimum 2- 3 years related manufacturing experience
- Strong leadership qualities and excellent people management
- Highly motivated and driven
- Good communication & supervisory skills
- Ensure the production processes, standard and quality of finish product comply to the job specification

SALES CONSULTANT

Responsibilities:

- Develops, schedule and implement sales activities to improve sale and achieve target set by the Management
- Maintains good sales performance by achieving monthly, quarterly and annual sales quota
- Established new business and identify potential clients
- Builds good rapport with the customers
- Initiates and execute sales activities and strategies to generate more sales
- Prepares Sales Report

Requirements:

- Possess at least a Bachelor's Degree in Marketing/ Business Administration or any related disciplines
- 2 years' experience in similar job function are preferred
- Experiences in printing would be an added advantage
- Possess good negotiation and communication skills
- Acquire basic technical knowledge and capabilities to resolve local technical issues faced by customers.
- Proficient in verbal and written English, other languages would be advantageous
- Pleasant personality, presentable and outgoing
- Possess self-initiative, result oriented with high integrity and high enthusiasm
- Own transport are preferred

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 latest pay slip

to the following e-mail address:

hr@printnasional.com.my
before 15 February 2012

(Any application in form of hard copy shall not be entertained)

The remuneration package will commensurate with the applicants':

- Qualification
- Knowledge
- Hands on experience
- Skills

Only shortlisted candidates will be notified.