



TENAGA CABLE INDUSTRIES SDN. BHD. 198901012116 (189423-D)  
(Anak Syarikat Tenaga Nasional Berhad)

## VACANCY SPECIAL OFFICER – Managing Director Office

RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none"><li>• To Ensuring Company's KPI is reviewed and updated for every new Financial Year</li><li>• Ensuring HOD's KPI are complete and approved by MD</li><li>• Compose and prepare MD's Report Quarterly</li><li>• Arrange Management Weekly Meeting (MWM) as per schedule and prepare minutes of meeting accordingly</li><li>• Coordinate and ensure timely submission of BOD papers from other departments</li><li>• Arrange MBWA as per schedule</li><li>• Undertake other special assignment, ad-hoc functions and related duties as and when required by MD</li></ul>	<ul style="list-style-type: none"><li>• Must possess at least Degree in any related field (Priority given to Degree in Business Management).</li><li>• Minimum <b>5 year(s)</b> experience in related discipline.</li><li>• Ability to plan, create and execute business plan strategy</li><li>• Good discipline and responsibility.</li><li>• Good business acumen with excellent communications and interpersonal skills.</li><li>• Analytical by nature and understands budgets planning, establishing revenue targets and sales management that support and drive target achievement.</li><li>• Good personality and responsibility.</li><li>• Ability to work in team and with minimum supervision.</li></ul>

Interested candidates please submit your application, latest passport size photo and resume to: -  <b>Unit Perancangan dan Perjawatan TENAGA CABLE INDUSTRIES SDN. BHD Lot 2, Jalan P/12, Seksyen 10, Kawasan Perusahaan Bangi, 43650 Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia Tel : 03-89222678 Fax : 03-89255911</b>	or	Email :-  > <a href="mailto:career@tcisb.com.my">career@tcisb.com.my</a>  Closing date :  <b>17 FEBRUARY 2021</b>
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