



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

VACANCY

SPECIAL TASK OFFICER – Managing Director Officer

RESPONSIBILITIES	REQUIREMENTS
• Ensuring Company's KPI is reviewed and updated for every new Financial Year • Ensuring HOD's KPI are complete and approved by MD • Compose and prepare MD's Report Quarterly • Arrange Management Weekly Meeting (MWM) as per schedule dan prepare minutes of meeting accordingly • Coordinate and ensure timely submission of BOD papers from other departments • Undertake other special assignment, ad-hoc functions and related duties as and when required by MD	• Must possess at least Degree in any related field (Priority given to Degree in Business Management). • Minimum 3 year(s) experiences in related discipline. • Ability to plan, create and execute business plan strategy • Good discipline and responsibility. • Good business acumen with excellent communications and interpersonal skills. • Good personality and responsibility. • Ability to work in team and with minimum supervision.

Interested candidates please submit your application, latest passport size photo and resume to: - 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	or	Email :- > career@tcisb.com.my Closing date : 17 FEBRUARY 2021
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