



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

VACANCY EXECUTIVE PRODUCTION ADMINISTRATION

RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none">• To prepare production report.• To carry out the administrative support of the production department• To monitor filing system and movement document.• To prepare meeting minute for production department.• Data entry into the system ERP.• To ensure production processes comply to Safety and Health Regulation.	<ul style="list-style-type: none">• Must possess at least Diploma in any related field (Priority given to Diploma in Manufacturing / Production)• Minimum 5 year(s) experience in related discipline.• Good discipline and responsibility.• Excellent communications and interpersonal skills.• Ability to solve problem with minimum time taken.• 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 : 7 MAY 2021
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**Only shortlisted candidates will be contacted for interview.*