

## VACANCY EXECUTIVE – OPERATIONAL EXCELLENCE

RESPONSIBILITIES	REQUIREMENTS
<ul> <li>Developing and implementing new processes and procedures to improve operational efficiency</li> <li>Analyzing data to identify operational trends and opportunities for improvement</li> <li>Coordinating with other departments within the organization to ensure successful implementation of initiatives</li> <li>Motivating employees to improve performance by fostering a culture of continuous improvement and innovation</li> <li>Perform administration job.</li> <li>Assisting HOD on daily schedule and documentation</li> <li>Working alongside team within the business or the management team to establish business needs.</li> <li>Involved in Meeting within Operation team and management of TCI, require to take minutes of Meeting.</li> <li>Perform any special project given by the HOD</li> </ul>	<ul> <li>Must possess at least Diploma in any related field</li> <li>Fresh graduate are encourage to apply</li> <li>Willing to learn new exposure and work overtime</li> <li>Good discipline and responsibility.</li> <li>Excellent communications and interpersonal skills.</li> <li>Ability to solve problem with minimum time taken.</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: -		Email :- > career@tcisb.com.my
Unit Perancangan dan Perjawatan TENAGA CABLE INDUSTRIES SDN. BHD Lot 2, Jalan P/12, Seksyen 10, Kawasan Perusahaan Bangi, 43650 Bandar Baru Bangi,	or	Closing date :
Selangor Darul Ehsan, Malaysia Tel : 03-89222678 Fax : 03-89255911		31 JANUARY 2023