



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

VACANCY

EXECUTIVE – BUSINESS ADMIN

RESPONSIBILITIES	REQUIREMENTS
• Assist smooth running of sales administration with timely delivery • Coordinate prompt delivery to customer • Update contract data and delivery records • Assist all process in sales are timely executed (work order, sales order, DO and invoice) • Update and maintain sales record including ERP system • Liaise with other units to ensure customer requirement are met • Follow up with customer quotation and tender	• Must possess at least Diploma in any related field (Priority given to Diploma in Business Management / Administration) • Minimum 3 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 : 21 SEPTEMBER 2026
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**Only shortlisted candidates will be contacted for interview.*