



## **Vacancy: Executive Officer at MY C.R.O Sdn Bhd**

### **Job Scope**

- Responsible for the day-to-day operations and administrative duties of the company including managing the office, human resource, laboratory (administrative), marketing and business development.
- File documents (purchasing, procurement, finance, payroll, etc), manage assets and inventory, manage invoices (AR and AP).
- Handling statutory matters and ensuring timely payment of statutory contributions such as EPF, SOCSO and LHDN.
- Deal with suppliers and vendors, and be on the lookout for cost-effective solutions and consumables etc.
- Work closely with the members of the laboratory team to achieve overall company sales targets.
- Prepare and submit sales and other reports required by the top management.
- Help formulate marketing material and strategies for the Company.
- Perform any other duties as assigned by the Company from time to time.

### **About the company**

- For further information, kindly refer to our website <https://www.ukm.my/umbi/wellness/>

### **Remuneration**

- RM2,100-RM2,300 per month (during probation period of 6 months) excluding EPF and SOCSO, depending on experience.

### **Qualification and other requirements**

- Degree holder in the fields of Science and Technology or Business Administration or Management or Accountancy.
- Proficient in both BM and English with good communication skills.
- Previous or current work experience is an advantage but not entirely necessary.
- Have a strong interest in business, efficient, ability to learn quickly, reliable, and good people skills.

Please email full CV with recent photo (full) to [umbiwellnesscentre@hctm.ukm.edu.my](mailto:umbiwellnesscentre@hctm.ukm.edu.my)

Deadline for application is **7th December 2025**. Only shortlisted candidates will be called for an interview.