

JOB VACANCY

Nourish Care Sdn. Bhd. (Formerly known as Diabetic Cure Sdn. Bhd.) is a spin-off company established under FRIM-MTDC Graduate Bio-Entrepreneur Development Program (FMBioSis™). We are specializing in health based product. We are searching for suitable candidates that qualify the following position:

ADMIN CUM ACCOUNT ASSISTANT

SALARY	RM900 - 1,100.00
STATUS OF WORK	1 Year Contract (will be absorbed into permanent employees based on performance)
LOCATION	FRIM-MTDC Technology Centre, Forest Research Institute Malaysia (FRIM), 52109 Kepong, Selangor Darul Ehsan.
CLOSING DATE OF RECEIVING THE APPLICATION:	20 th FEBRUARY 2012

1. RESPONSIBILITIES:

- Responsible in handling general administrative clerical works such as postage, arranging dispatch and couriers and documentation filing
- To handle daily incoming and outgoing communication including email, telephone & fax
- To handle other ad-hoc duties as and when required
- Responsible in providing secretarial support
- Responsible for daily accounting functions
- To handle visitors while they report in Reception
- To preserve confidentiality of sensitive information at all times
- To assist other departments as and when necessary

2. REQUIREMENTS:

- At least 2 years of working experience in the related field
- Accounting working experience is an advantage
- Good communication skills and able to write and converse in Malay and English.
- Computer literate
- Meticulous with strong analytical and problem solving skills
- Independent worker and able to prioritize and work under pressure to meet tight deadlines

- Possess minimum SPM or equivalent
- **Fresh graduates are encouraged to apply**
- Applicant should be Malaysian citizen

Interested candidates are invited to **fill in the form** below and submit or email it together with a **full resume** stating personal particulars and copies of the relevant supporting documents to:

NOURISH CARE SDN. BHD.
FMBIOSIS,
FRIM-MTDC TECHNOLOGY CENTRE
FOREST RESEARCH INSTITUTE MALAYSIA
52109 KEPONG
SELANGOR DARUL EHSAN
Contact No: 03-62728706
Email: nutridiabetic.care@gmail.com

ADMIN CUM ACCOUNT ASSISTANT

Name	:		YOUR PHOTO
Age	:		
Gender	:	Male () Female ()	
Own Transport	:	Yes () No ()	
Education	:		
Address	:		
Current profession	:		Current salary :
Skill	:		
Professional Experience	:		