

JOB VACANCY

Nourish Care Sdn. Bhd is specializing in health based products. We are searching for suitable candidates that qualify the following position:

ACCOUNT CUM ADMIN ASSISTANT

SALARY	RM900 - RM1,200.00 (based on experience)
STATUS OF WORK	Contract (will be absorbed into permanent employees based on performance)
LOCATION & WORKING HOUR	NOURISH CARE SDN BHD, FRIM-MTDC Technology Centre, Forest Research Institute Malaysia (FRIM), 52109 Kepong, Selangor Darul Ehsan. WORKING HOUR : 8.00 AM – 5.00PM, Monday -Friday
CLOSING DATE OF RECEIVING THE APPLICATION:	6 DECEMBER 2013

1. RESPONSIBILITIES:

- Responsible for daily accounting functions.
- Responsible for the inventory management.
- 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.
- To handle visitors while they report in Reception.
- To assist other departments as and when necessary.

2. REQUIREMENTS:

- Accounting & inventory 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

Interested candidates are invited to email 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 INSITUTE MALAYSIA
52109 KEPONGSELANGOR DARUL EHSAN
Contact No: 03-62610753
Email: nourishcare@gmail.com

Program FMBioSis, Forest Research Institute Malaysia (FRIM), 52109 Kepong, Selangor Darul Ehsan
Tel : 03 - 6272 8706 Email: nutridiabetic.care@gmail.com