



POLY-XTRACT SDN BHD (842686-D)

Poly-Xtract Sdn Bhd is a biotechnology based private company involved in herbal extraction processing. The company is a spin-off company established under the FRIM-MTDC Graduate Bio-Entrepreneur Development Program (FMBioSis™). We are seeking suitable candidate who is a fast learner, possessing right working attitudes, hardworking and motivated individual to be part of our company.

1) Production Assistant

- **Salary** : **RM 1,200 – RM 1,400 + KWSP & SOCSO**
- **Location** : **Batu Caves, Selangor**

Responsibilities & Requirements:

- To operate machinery / equipment in accordance with the prescribed procedures of the department.
- Assist supervising the whole production performance.
- Assist control & maintenance company equipment.
- Updating production output, rejection, raw material consumption & inventory.
- To maintain transparent filing record and upkeep of good traceability documentation system.
- To assist in updating Planning Schedule or assist in any administrative works in Production Dept.
- To undertake any other production related task as deemed appropriate.
- Able to work independently with minimal supervision.
- Candidate must possess at least a Certificate in Engineering, Chemical, Science or equivalent
- Minimum of 1 year working experience in related field.
- Experience in production department or knowledge of clerical duties is an advantage
- Computer literate
- Applicants must be willing to work on shifts.
- Willing to learn attitude
- **Fresh graduates are encouraged to apply.**

Interested candidates please send your resume to the following address or e-mail it to:

POLY-XTRACT SDN BHD
FMBioSis™
FRIM-MTDC Technology Centre
Forest Research Institute Malaysia (FRIM)
52109 Kepong, Selangor Darul Ehsan

E-mail: polyextract@gmail.com

CLOSING DATE FOR APPLICATION: 4th May 2012