

Bio-Nature Formula Sdn. Bhd.

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Bio-Nature Formula Sdn. Bhd produces home-spa therapy products, a company incorporated under FRIM-MTDC Bio-Entrepreneurship Development Program seeks interested candidates in the above position:

Advertised: 28-10-11 | Closing Date: 18-11-11

Admin Cum Account Assistant

Kuala Lumpur – FRIM, Kepong

Responsibilities:

- Responsible in handling General and Operation Administration.
- Responsible in providing Secretarial support.
- Responsible to any ad-hoc task assigned from time to time.
- Knowledge of accounting would be an advantage.
- To key in all the relevant entry into Accounting Systems.

Requirements:

- Possess minimum SPM/ Certificate or equivalent.
- At least 2 years working experience in the related field is required for this position.
- Able to work independently and willing to learn.
- Good command of PC applications, such as Excel, Word, is essential.
- Able to write and converse in Bahasa Malaysia and English.
- Applicant should be Malaysian citizen.

Interested candidates are invited to e-mail detailed resume together with recent photograph to bionatureformula@gmail.com. Salary will commensurate with experience.