



RMA Technician

Responsibilities:

- Responsible for troubleshoot, repair, assemble, test of defective products.
- Ensure on-time delivery of repair services.
- Provide potential corrective actions and feedback to engineering teams in associated departments based on root cause determination.
- To carry out other duties / responsibilities as instructed by superior.

Requirements:

- Candidate must possess at least a Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Computer Science/Information Technology, Engineering (Electrical/Electronic) or equivalent.
- At least 3 years experiences in repair work of computer motherboard and printed circuit board (PC, notebook or Industrial PC).
- Knowledge in DOS.Windows or Linux basic.
- Ability to use common repair and test instruments, eg. multimeter, oscilloscope, soldering iron, hot air blower etc.
- Good interpersonal and team work.
- Applicants must be willing to work in Bukit Mertajam - Penang.
- Full-Time positions available.

To apply for this opportunity, please send your resume to elvin.ng@advantech.com.



Human Resources & Admin Executive

Responsibilities:

This role accountable for effective support of regional HR business partners, business needs identification and provide solutions delivery, employee relations, legal compliance, HR policies, document management and administration.

- Experience of HR function in Recruitment & selection, Training & development, Compensation & benefits and others employee engagement initiatives and policies.
- Coordinates & conducts orientations for new hires.
- Develop, review & update of Human Resource policies and guidelines.
- Provide advice on changes of labor legislation & formulating of related surveys information.
- Initiate, oversee & conduct company work health programs & team building activities.
- Involve in strategic HR planning to support company goals & organisation changes.
- Provide support to subsidiaries in formulating competitive compensation and benefit programs.
- Other administrative supports to Head of department; meeting minutes, infrastructure resource planning etc.

Requirements:

- Candidate must possess at least Professional Certificate, Diploma/Advanced/Higher/Graduate Diploma, Bachelor's Degree/Post Graduate Diploma/Professional Degree in Business Studies/Administration/Management, Human Resource Management or equivalent.
- At least 3 Year(s) of working experience in the related field is required for this position.
- Good knowledge of employment regulations & practices
- Pleasant personality with good communication skills
- Meticulous, resourceful, independent & people oriented
- Applicants must be willing to work in in Bukit Mertajam, Penang or Petaling Jaya, Selangor.
- Applicant should be Malaysian or hold relevant residence status.
- Due to requirement to communicate with our HQ in Taiwan, Mandarin speaking candidate is required.

To apply for this opportunity, please send your resume to cl.ong@advantech.com .



Inside Sales Engineer

Responsibilities:

- Be Responsible for professional handling of call-in customer enquiries
- Provides quotation on products selling & propose solution to best meet customers' requirement
- Follow up of quotations and order coordination to establish high level of customer satisfaction
- Develop and manage new account to expand customer breadth and increase sales performance
- Collaborate with marketing team in products promotion and conduct market research in related segments to improve sales
- Independent, resourceful and proactive in lead generation, prospecting, accounts management and involves in developing sales strategies to meet sales targets

Requirements:

- Bachelor Degree in Computer Science, Engineering or equivalent
- At least 1 year of sales or engineer or customer service experience with strong computer technical knowledge in relevant IT industry
- Fluent in English in both speaking & writing
- Enthusiastic in learning new technology and strong commitment to customer service
- Analytical, self-motivated and a good team player
- Good communication and interpersonal skills

To apply for this opportunity, please send your resume to lm.khor@advantech.com .



Key Account Sales

Responsibilities:

- Responsible for professional handling of customer enquiries
- Provides quotation on products selling & solution to best meet customers' needs
- Follow up of quotations and order coordination to establish high level of customer satisfaction
- Involve in pre-sales presentation, develop and manage new account to expand customer breadth and sales performance
- Collaborating with marketing team in products promotion and conduct market research in related segments to improve sales
- Independent, resourceful and proactive in lead generation, prospecting, accounts management and involves in developing sales strategies to meet sales targets

Requirements:

- Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, in Engineering (Computer/Telecommunication), Engineering (Electrical/Electronic), Computer Science/Information Technology or equivalent.
- At least 2 years of relevant sales experience in the Automation and Embedded Industry market which related to PC-Based, PLC based Automation, Embedded Operating system and Single Board Computers.
- Self-motivated, analytical, good team player and able to work independently
- Bilingual with good communication and presentation skills
- Technical Engineer with strong computer hardware knowledge who wishes to go into sales field will be considered.
- Applicants must be willing to work in Penang or Petaling Jaya, Selangor.
- Full-Time position available.

Benefits:

- Incentives and commissions based on sales achievement.

To apply for this opportunity, please send your resume to ivan.kong@advantech.com.