

We are a Human Resources Consultancy and Manpower Management company located in Sungai Nibong, Penang. In line with our recent expansion, we are looking for the energetic dynamic and dedicated candidates to fill up the following vacancies

## **Operation Supervisor/Assistant (4 vacancies)** (Permanent)

## Job Responsibilities

- 1) To taking care of workers welfare / worker management.
- 2) To attend meeting with customer and maintain good cooperation with them.
- 3) To prepare daily, weekly, month report and other paper work.

## **Qualification**

- 1) Min Certificate / Diploma in any discipline
- 2) Possess own transportation and valid driving license
- 3) Good communication skills and computer literate
- 4) Fresh graduate are encourage to apply

Interested candidate kindly send your application and resume to <u>gkchua@rightpristine.com</u>

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