



The Incorporated Society of Planters (275-T)

ISP Management (M) Sdn. Bhd. (411955-K)

SENIOR EXECUTIVE, INFORMATION TECHNOLOGY

Location : Amcorp Trade Centre, Petaling Jaya

Requirements:

- Degree holder in computer science/computer engineering or related disciplines
- Minimum 3 years' relevant experience
- Ability to maintain and upgrade company website and system application
- Ability to design brochures and flyers for promotions
- Familiar with online meeting applications (Zoom/Microsoft Teams), trouble shooting and social media applications
- Familiar with library system, cataloging publications
- Ability to work in a team and possess strong interpersonal and communication skills
- Proficient in written and spoken English and Bahasa Malaysia
- Knowledge of plantation or related industries is an advantage
- Willing to travel

Responsibilities:

- Reporting to Chief Executive/Chief Executive Officer
- Maintaining, updating and upgrading company website and system application
- Create and design brochures and flyers for promotions
- Maintain hardware and software system, server and troubleshooting
- Ability to implement company's e- magazine
- In charge of resource centre (library)

Salary (including housing and transport allowances) :

- RM 3,500.00 – RM 4,500 per month

We offer attractive remuneration packages including bonuses, housing and transport allowances.

Interested candidates are required to submit a comprehensive resume, recent passport sized photograph (n.r.), current and expected salary **BY 25 AUGUST 2024** to:

CHIEF EXECUTIVE / CHIEF EXECUTIVE OFFICER
THE INCORPORATED SOCIETY OF PLANTERS
ISP MANAGEMENT (M) SDN. BHD.

email : faiza@isp.org.my

Only short listed candidates will be notified.

RECRUITMENT : IMMEDIATE