



The Incorporated Society of Planters (275-T)
ISP Management (M) Sdn. Bhd. (411955-K)

CLERICAL ASSISTANT (CONTRACT)

Location : Amcorp Trade Centre, Petaling Jaya

Requirements:

- Minimum Diploma holder with any discipline, preferably in accounting/information technology (IT).
- Familiar with Microsoft Office, WhatsApp and Telegram applications
- Ability to work in a team and possess strong interpersonal and communication skills
- Proficient in written and spoken English and Bahasa Malaysia
- Willing to travel in Malaysia

Responsibilities:

- Letter writing
- Arrange business appointments
- Follow up with clients by phone calls, emails and messaging

Salary (including housing and transport allowances) :

- Basic - RM1,780 per month
- Housing Allowance - RM200 per month
- Transport Allowance - RM250 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 to:

CHIEF EXECUTIVE
THE INCORPORATED SOCIETY OF PLANTERS
P.O. BOX 10262
50708 KUALA LUMPUR
Or **email : faiza@isp.org.my**

Only short-listed candidates will be notified.

Closing date : Open until further notice