



In line with our regional growth, we are looking for dedicated and passionate individuals to fill the position of: -

Assistant Manager / Senior Associate – Regional Sales Admin, e-pay (Permanent) (e-pay – Bandar Sunway)

Job Responsibilities:

- Provide efficient systematic and effective administrative support to the Regional Sales Admin department.
- Handles dealer's inquiries and attend to daily sales issue.
- Generate necessary sales report for Merchant Sales Department by weekly and monthly basis.
- Establish and maintain Merchant Sales Department filing system.
- Assist in any ad-hoc tasks as and when is assigned by immediate superior.

Job Requirements:

- Candidate with relevant administrative experience will be an advantage.
- Meticulous with an eye to details.
- Self-driven and independent with a strong sense of commitment and urgency to meet deadlines.
- Good team player and able to interact with all level of staff and departments, good interpersonal and communication skills.
- Computer literate especially with Microsoft Excel.
- Required language (s): English, Bahasa Malaysia and Chinese.
- Working location: Bandar Sunway, Selangor.

Education Requirements:

- Candidate must possess at least a Diploma or Bachelor's Degree in Business Studies or Administration or Management or equivalent.



GHL the ASEAN payment people



Interested candidates are encouraged to apply, please fax or email your applications (with cover letter, updated resume, certificates or relevant documents and 1 recent passport-sized photograph) to:

GHL SYSTEMS BERHAD (293040-D)

Human Resources Department

No. C-G-15, Block C, Jalan Dataran SD1,
Dataran SD, PJU 9, Bandar Sri Damansara,
52200 Kuala Lumpur, Malaysia.

Tel: 03-6286 3388

Fax: 03-6280 2999

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Website: www.ghl.com

**Please be informed that only shortlisted candidates will be notified.*

