



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

Associate / Assistant – Merchant Sales Admin (Permanent) (GHL – Bandar Sri Damansara)

Job Responsibilities:

- Provide efficient, systematic and effective daily administrative support to the merchant sales team.
- Work closely with sales team for new submission on a daily basis; ensure smooth record and updates of important data.
- Follow-up on a daily basis with sales team for issues of applications being returned or rejected; act as the person to rectify the issues and further explain to sales team when needed.
- To handle for resubmission; ensure all requirements have been meet and data is indicate clearly including any additional documents before re-submit to the respective team.
- To prepare listing for new submission, resubmission and additional documents to regional manager, central admin and sales person in order for them to monitor submission date.
- Ensure any returned application (returned, cancelled or incomplete) is courier back to respective sales person on a weekly basis.
- Assist in any ad-hoc tasks assigned as and when is assigned by immediate superior.

Job Requirements:

- Candidate with at least one (1) year of working experience in sales admin is preferred.
- Good command of English, Bahasa Malaysia and Chinese.
- Independent, self-disciplinary, proactive and teamwork.
- Able to multi task and work with minimum supervision.
- Meticulous and eye to details.
- Must be able to work within tight schedule and no delay on assigned tasks.
- Computer literate, Microsoft office applications especially in Excel.
- Working location: Kepong Bandar Sri Damansara, Kuala Lumpur.



GHL the ASEAN payment people



Education Requirements:

- Candidate must possess minimum Diploma in Business Studies or Management or Administration or any other equivalent qualification.
- Fresh graduates are encouraged to apply.

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

Email Address: hr@ghl.com

Website: www.ghl.com

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

