1. Dept : Human Resources

Job Functions
- Assists in employee payroll compilation
- Issues employment letters and handles other HR related letters
- Maintains employee files and the HR filing systems
- Compensations and Benefits administration and record keeping
- Assists in the day-to-day operations of HR department

Requirements
- At Least a Diploma in HR/Business Administration or equivalent
- Good in both written and oral English & Bahasa Malaysia
- Able to be based in the Head office in Glenmarie, Shah Alam

2. Dept : Marketing

Job Functions
- Assists in handling and managing the marketing suppliers and the day-to-day marketing documents.
- Assists in the monitoring of the outlet’s A&P materials and the warehouse’s inventory.
- Assists the Marketing Manager in developing joint promotional programs with external partners

Requirements
- At least a Diploma in Marketing / Graphic Designs
- Good in both written and oral English & Bahasa Malaysia
- Able to be based in the Head office in Glenmarie, Shah Alam

3. Dept : Retail Operations

Job Functions
- To serve customers in outlets and make sales
- Assists in handling customer complaints
- Prepares the necessary forms for re-ordering, returns and the transfer of products
- Maintains proper stock arrangement and to replenish stocks that are running low

Requirements
- At least a Diploma in Retail Management/Business Studies
- Good in both written and oral English & Bahasa Malaysia
- Able to be based in outlets in the Klang Valley

Contact person:

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