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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