



NOW HIRING!

We are a leading diversified company in Sabah and looking for suitably qualified candidates to join us in the following positions based in **Tawau**.

1. SENIOR AUDIT MANAGER

- Degree in Accountancy/ Finance/ Risk & Management or other relevant qualification
- Min. 10 years of relevant experience for this position
- Planning and undertaking audits to assess controls, operational and technical efficiencies & compliance with policies, procedures and regulation
- Able to analyze and prepare audit reports on findings & identify reasons for non-compliance and present recommendations to management
- Resourceful, proactive, highly committed with strong analytical skill, meticulous, strong problem-solving skill & leadership skill
- Flexible to travel frequently
- Possess excellent oral and written communication skills in English, BM and Chinese

2. SENIOR ADMINISTRATOR

- Degree/ Diploma in Business Administration, Marketing, Hospitality Management, Accounting or its equivalent
- Min. 10 years of working experience, at least 8 years in similar capacity or as Personal Assistant to Director
- Positive attitude, good interpersonal skills, analytical, multitasking, result & deadline oriented & problem solving with strong management skill
- Willing to work in flexible hours
- Possess excellent oral and written communication skills in English, BM and Chinese

3. PROPERTY EXECUTIVE

- Diploma in Property Management or its equivalent
- Min. 5 years of working experience preferably in handling tenancy, rental, renewal of company licensing, insurances and property documentation
- Able to liaise with various government departments
- Self-driven, well organised and independent
- Strong interpersonal and communication skill in English, BM and Chinese
- Possess a valid driving license and own transport
- Willing to go outstation for site visit

Interested candidates are invited to post, fax or email your application with detailed resume to :

Group Human Resource Department

TECK GUAN GROUP

P.O.Box 33, 91007 Tawau, Sabah

Tel : 089-772277 Ext : 2905, Hp : 014-6883398, Fax : 089-769955

E-mail : careers@teckguan.com