



NOW HIRING!

In line with our rapid business expansion, we are seeking suitably qualified candidates to join us in the following positions based in **Tawau**: -

ADMINISTRATIVE EXECUTIVE (2 POSTS)

- Degree/ Diploma in Business Studies or its equivalent
- Min. 8 years' related working experience in administration
- Mature, independent, detail-oriented, multi-tasking, analytical and able to work under pressure
- Proficiency in English, Malay and Chinese (written and verbal communication)

*****Our Remuneration & Benefits Include:***

- ***Attractive Salaries*** • ***Sales Incentives*** • ***Medical Benefit***
- ***Insurance*** • ***Alternate Saturday Off Day*** • ***Job Security***

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

Teck Guan Trading Sdn Bhd (22549-T)

P.O.Box 33, 91007 Tawau, Sabah
Tel : 089-772277 , Fax : 089-769955
E-mail : careers@teckguan.com
Website : www.teckguan.com