



## Teguh Pharma (M) Sdn Bhd

The **Teguh Pharma Group** is a fast-growing Bumiputra organisation that has been quietly setting the standards among other Bumiputra companies serving the laboratory and pharmaceutical markets. We are a diversified solution provider that meets the teaching and scientific research needs in the life science and manufacturing industry.

To augment our expansion program, we are seeking a competent, passionate, ambitious, engaging, inspiring, resourceful, innovative, result oriented and forward-looking General Admin Clerk to complement our team.

### General Admin Clerk (Selangor - Subang Jaya)

#### Responsibilities:

- Receive incoming and outgoing calls.
- Keep record and maintain filing system.
- Any other duties given by the Management.
- Assist and support in any project / initiatives / work activities.

#### Requirements:

- Minimum SPM qualification.
- Required language(s): Bahasa Malaysia & English
- Computer literate, Good knowledge of MS Office – Word/ Excel
- At least 1 year(s) of working experience in the related field is required for this position.
- Applicants must be willing to work in USJ 1, Subang Jaya
- Preferably Non-Executives specializing in Clerical/Administrative Support or equivalent.
- Full-Time position(s) available.
- Prefer Bumi Female Candidates aged 20-35 years
- Willing to learn, hardworking, able to complete task within timeline given.
- Responsible, pleasant and independent personality.

If you are passionate, pro-active and a team player, please apply the position on-line / write-in / e-mail with your full resume stating current and expected salary, qualifications, experience, employment history, together with a recent passport-sized photograph (n.r) to :- Human Resources Department at: **E-mail: [hr@teguhpharma.com.my](mailto:hr@teguhpharma.com.my)** or alternatively post your resumes to:

**Human Resources Manager, Teguh Pharma (M) Sdn Bhd No. 38 - 2, Jalan USJ 1/1B, Regalia Business Centre, 47620 Subang Jaya Malaysia.**

Attractive Base Salary offered with good additional benefits

*All applications will be treated strictly confidential.*

Career Level	Entry Level
Yr(s) of Exp	2 years
Qualification	SPM
Industry	Medical/Pharmaceutical
Job Function	Admin & HR > Administration & Operation Admin & HR > General / Clerical Admin & HR > General HR Support Sciences, Lab, R&D > Science & Technology / Laboratory Sciences, Lab, R&D > Life Science
Location	Selangor
Salary	Negotiable
Employment Type	Full Time

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