[Sales & Marketing Executive](https://siva.jobstreet.com.my/" \l "/jobs/3251809/applicants?applicant_status=100000)

## **JOB DESCRIPTION**

## • Handling sales enquiries and attend to walk-in customers, follow up on all potential and confirmed sales cases.

## • Prepare and follow up on Sale & Purchase Agreement and other related documents for various signatures and liaise with proper solicitor and banker for best deal. • Prepare weekly sales report, monthly report, general sales & marketing related letters. • Implement all promotion/advertising campaigns through media, direct mail, show unit, and etc. • Carry out customer contact activities to ensure customer satisfaction is maintained. • On duty at various site office / show unit when needed. • Organize, prepare and coordinate in all sales & marketing launching exercise and exhibitions. • Ensuring that sales persons have key in all relevant buyer info into IFCA system. • To monitor and timing check on SPA and Loan Agreement. • To up-date and up-keep all research materials including photo. • Monitor, check and distribute all in-coming and out-going correspondence. • Involved in project technical coordination meeting and all other related coordination meeting as and when required. • Maintain and improve a consistent and positive customer service image when interacting with customers. • Plan and implement pro-active customer service activities to ensure continuous customer satisfaction. • Assist in liaising with property management and internal departments on after sales service matter. • Undertakes any other tasks and assignments as directed by the Management.

**Requirements:**  
• Candidate must possess at least Diploma in any field.  
• At least 2-5 year (s) of working experience in property related industry.  
• Applicants should be independent, pro-active, result-driven, market oriented with good communication skills.  
• Possess strong organizational skills and able to work creatively and effectively with a wide variety of interest group.  
• Excellent customer service, pleasant personality with a friendly disposition.  
• Computer literate.  
• Familiar with both local and oversea property market scenes, trends and designs.  
• Must possess own transport, willing to work during weekends and holidays and willing to travel.  
• Preferably specializing in Sales & Marketing/ Business Development or equivalent.

#### [Property Management Manager](https://siva.jobstreet.com.my/#/jobs/3236149/applicants?applicant_status=100000)

## **JOB DESCRIPTION**

* To monitor the performance of the outsourced Property Management company.
* To organise the deployment of all service vendors.
* To ensure the attendance and performance of all service contractors at as per contracts and standards.
* To monitor the appearance of the building and make recommendations for needed improvements.
* Interfacing with state and local regulatory agencies to ensure compliance with various code/building requirements.
* To liaise with Resident/Protem Committee to ensure that a harmonious communal living environment is maintained.
* To report all matters pertaining to the operations of current assigned development to the Management.
* To ensure that all complaints by the residents are attended to.
* To attend all resident meetings.
* Coordinate with Property Manager to organize first AGM for Joint Management Body (JMB) and Management Corporation (MC) and ensure relevant documentation is in proper order.
* To monitor that all complaints and defects reported are resolved in a timely fashion.
* To conduct weekly on site visits and walk through of the property
* To supervise all appointed contractors in accordance with their scope of services and job descriptions, taking any necessary action where required to ensure a high level of maintenance is provided.
* To ensure that the management of the property meets the required standards and in full compliance to the requirements, by laws, rules and regulations of the relevant authorities, which shall include terms and conditions stated in Sales & Purchase Agreements, Deed of Mutual Covenants, House Rules, Strata Title Act 1985, Building Common Property Act.
* To oversee and ensure the prompt billing sequence and collection of maintenance charges, insurance, quit rent charges and relevant notices are issued to various debtors.
* To certify the completion of renovation works to ensure that everything is in order and submit the report to headquarters for the release of the renovation deposits.
* To monitor correspondence letters,preparation of relevant documentation, filling of all stamped copy documents in purchasers file in relation to sub-sale and refinancing of all properties to prepare monthly report on all sub sale issues.
* Monitor the handling of correspondence letters and to ensure that all payments are in order before handover to internal staff to issue title.
* Any other duties as and when assigned.

**Requirements**:

* Candidate must possess at least Diploma/Advanced/Higher/Graduate Diploma in Property Development/Real Estate Management/ Business Administration/ any Engineering discipline or equivalent.
* At least 3 -5 Year(s) of working experience in the related field is required for this position.
* Preferably Manager or Senior Executive specialized in Property/Real Estate or equivalent.
* Good in interpersonal skills, computer literature and business writing.
* Required language(s): Mandarin**,** English & Bahasa Malaysia

#### [Secretary](https://siva.jobstreet.com.my/#/jobs/3258956/applicants?applicant_status=100000)

## **JOB DESCRIPTION**

* To arrange Executive Director's daily schedule appointments and meetings.
* To coordinate all respective departments matters on behalf of Executive Director.
* To coordinate and take minutes on vendors/ advertiser/ agents/ tenants in relation to respective departments and follow up closely to ensure all outstanding /on-going task carried out completely.
* Go through/ understand to ensure all documents for respective departments properly done before getting Executive Director to sign off.
* To assist in all promotion/ events/ public relations / launching activities carrying out in mall and sales marketing offices upon required.
* To assist Executive Director in screening and responding to incoming correspondence, inquires, phone calls, drafting letters and email to internal and external parties.
* To relief Marcom / Sales & Marketing staff upon required.
* Facilitate communication from Executive Office to organize the meeting sessions with Board of Directors.
* Carry out any other duties assigned as and when required.

**Requirement:**

* Candidate must possess at least Diploma/Advanced/Higher/Graduate Diploma in Business Studies/Administration/Management or equivalent.
* Required language(s): Chinese, English, Bahasa Malaysia
* At least 2 Year(s) of working experience in the related field is required for this position.
* Preferably Non-Executive specialized in Secretarial/Executive & Personal Assistant or equivalent.

#### [HR & Admin Assistant](https://siva.jobstreet.com.my/#/jobs/3269245/applicants?applicant_status=100000)

## **JOB DESCRIPTION**

* Prepare Purchase Orders against Purchase Requisitions and ensure all completed Purchase Requisitions are duly signed by authorized signatories before submission to HR & Admin Department for processing.
* To file and ensure all administration documents and correspondences are filed in proper order.
* Purchase office stationeries/equipment as and when necessary or when requested by departments. Effectively sourcing of office stationery, equipment and getting quotation.
* Purchase and replenish essential office stationery, e.g. photocopied paper, fax toner, paper files, etc when stock is running low.
* Purchase and replenish stock of office refreshment, toiletries items, First Aid Kit supplies.
* Arrange for printing of name cards, documents, letterheads, envelopes and forms with suppliers, ensure that printing is in order and meet delivery lead-time.
* Ensure timely renewal of all service contracts e.g.: photocopy machine, franking machine, etc.
* All office equipment quarterly inspection of to be in good working condition.
* To prepare Capital Assets Disposal/Transfer/Write-off for asset disposal or transfer for signature approval.
* Prepare memo to Finance Department for top-up of franking machine.
* Check and verify that general claims, medical claims, mileage claims, and hand phone reimbursements submitted are in accordance with established guidelines.
* To keep trace and monitor the monthly expenses of medical, telephone/ hand phone, petrol, etc.
* To prepare name tags and badges for all staff.
* To keep track and monitor company car (servicing, petrol usage, road tax, insurance, etc.)
* To keep track and monitor office keys.
* Ensure that the store room and archive storage arrangement is in order.
* Arrangement of business travel - flight, road and accommodation.
* To liaise with Supplier/Vendor on office renovations for all branches.
* To keep track and monitor petty cash issuance.
* To monitor subscription of magazines, newspaper.
* Source, survey, recommend and conduct periodic review and update of panel doctors.
* To put up office decorations during festive seasons.
* To relief reception duties as and when necessary, take and forward messages.
* Intercept incoming calls when necessary.
* Carry out any other job task/ assignment as when requested.

**Requirement**:

* Min Diploma Advances/ Higher/ Graduate Diploma, Human Resource Management, Business Studies/ Administration/ Management or equivalent.
* At least **3 year (s)** of working experience in the related field is required for this position.
* Proficient in MS Office applications.
* English, Bahasa Malaysia & Mandarin (preferably) proficiency.

#### [Accounts Officer/ Executive](https://siva.jobstreet.com.my/#/jobs/3253116/applicants?applicant_status=100000)

## **JOB DESCRIPTION**

* Preparation of full sets of accounts (GL, AP and AR).
* Handle all aspects of daily accounting functions.
* Debtor monitoring and analysis.
* Liaise with auditors, tax agents, bankers and etc.
* Prepare reports as required by management.
* Perform ad-hoc duties as required.

**Job Requirement**

* 1-3 years accounting experience, in handling full set accounts.
* Part Professional qualifications/ Diploma or Degree holder in Accounting & Finance.
* Retail investment or property development experience and knowledge in IFCA will be an added advantage.
* Preferably with working experience in Audit Firm.
* Willing to explore new areas and learn, able to work under tight schedule.
* Good time management in order to complete tasks assigned.
* A good team player and able to communicate with other departments.
* Integrity, positive work attitude and of pleasant character.

#### [Assistant Operation Manager](https://siva.jobstreet.com.my/#/jobs/3248100/applicants?applicant_status=100000)

## **JOB DESCRIPTION**

* In charge of**Mall**management operation.
* Supervises the activities of the Operation Department and motivates team to perform to best of their abilities.
* Prepares capital and operating budgets. Monitors and control the operating costs against the budget/ industry benchmark.
* Prepares monthly/ quarterly/ annual management reports as required.
* Overall all contracts for service providers and ensure that all contracts are reviewed, renewed, performed and scheduled as specified in a timely manner. Regularly review performance of service providers and constantly improve their standard of services.
* Monitors all planned and emergency maintenance works, and make improvements when necessary.
* Carry out feasibility study, plan, prepare budget, project manage, and provide professional advice on upgrading works.
* Involves in taking over common area and building facilities upon completion from construction.
* Reviews and control the utilities consumption in the **Mall** and **Office Tower** common area.
* Updates and implement standard operating procedures for the department.
* Ensures that the building facilities, common areas, and tenants’ stores are well maintained at all times.
* Work closely with relevant authorities and government agencies to ensure inspections are smoothly carried out upon relevant license renewal.
* Any other ad-hoc assignment from superiors or senior management.

**Requirements:**

* Minimum Degree in Estate Management, Building, Mechanical & Electrical Engineering or equivalent.
* Minimum 5 years proven for facilities management experience with 3 years at the managerial position.
* Experience in a property management, **shopping mall** or **retail** environment will be an added advantage.
* Familiar with Electrical Supply Act, Electrical Regulations, IEE Wiring Regulations, etc.
* Able to work long hours and remain on-call 24 hours per day, all year round, occasionally working against tight deadlines.
* Applicants must willing to work in Penang.
* Strong interpersonal skill and written skills in English, Bahasa Malaysia & Chinese.