

ASSISTANT QUALITY MANAGEMENT MANAGER (Head Office, Subang Jaya)

Responsibilities:

- Monitor and review of Tenancy Agreement
- Liaise with government bodies in matters related to business license
- Develop and implement policy and procedures

Special Skills:

- Familiar and well versed with the Companies Act, Security Commission guidelines and other relevant legislation and regulation
- Ability to review and demonstrate the Tenancy Agreement clause

Requirements

- Candidate possess a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Law, Business Studies/Administration/Management, Mass Communications, Marketing or equivalent.
- Minimum 5 year(s) of working experience in the related field and experienced in Leasing Management would be an added advantage
- Possess a pleasant personality, strong communication and interpersonal skills with an ability to interact confidently with all levels of staff
- Good organisation skills to meet deadline in a fast pace environment
- Positive work attitude and able to work in team environment