

MARANANOTM

JOB VACANCIES

Maranocorp Industries (M) Sdn Bhd (MISB), a private limited company was incorporate in 30th August 2004. The main business is to supply variety of footwear leather to government departments. MISB is one of the panel suppliers through MOF approval.

We are a Bumiputera company, growth orientated and progressive company in manufacturing and trading.

In view of our growth and expansion, we are seeking suitably qualified candidate looking for a career in our group office located in Subang Jaya, Selangor.

Finance & Operations Senior Executive

Responsibilities:

- Responsible for the daily accounting functions, preparation of payments, bank reconciliation and monthly accounting report.
- Ensure the monthly accounts receivable and accounts payable as well as the integrity and accuracy of data in the account system
- Perform monthly financial analysis, financial performance, forecasting and interpret financial data.
- To manage & monitor company's annual budget
- Liaise with external auditors, tax agents and other statutory authorities on regulatory matters
- Liaise with banker for bank transactions - Verifying each application issued eg Bai' Murabahah, Bai' Dayn, Letter of Credit, Bank Guarantee, Murabahah Sale and etc
- Liaise with customs for GST and other transactions.

Requirements

- Degree / Diploma in accountancy, LCCI or equivalent
- Able to handle full set of accounts
- Good communication and interpersonal skills

- Leadership skill
- Confident, analytical and able to work independently with minimum supervision
- Good attitude, discipline & aptitude
- Initiative and willing to learn
- Computer literate (Microsoft office, spreadsheet, MYOB)
- Audit working experience would be advantageous
- Minimum 4 years of working experience

Admin / Sales Executive

Responsibilities:

- Liaise with customer for order received
- Preparing Sales Order
 - ✓ quantity of shoes order and sizes
 - ✓ Checking model
 - ✓ Availability shoes model and sizes in warehouse – dealing with Logistic esp on tagging
- Preparing monthly sales report – Custom purposes
- Preparing Purchase Order and summary of margin
- Key in sales order received and purchase order issues – MYOB & manual
- Follow up with supplier on shoes production
- Preparing EPF and Socso forms
- Preparing Payment Voucher, payslip, petty cash voucher
- Other clerical works assigned by supervisors

Requirements

- SPM / STPM / Diploma in any fields
- Preferably with 2 years of working experience
- Good attitude, discipline & aptitude
- Good communication and interpersonal skills
- Leadership skill
- Confident, analytical and able to work independently with minimum supervision
- Good knowledge of Microsoft Office Software.

General Clerk cum Receptionist

Responsibilities:

- Responsible for typing and proof read documents, faxes, reports and correspondence for the company.
- Co-ordinate and carry out photocopying for the company.
- File and maintain documents according to the established system.
- Provide administrative assistance to other staff within the company.
- Handle incoming and outgoing correspondence for the company.
- To answer incoming calls for the company.

Requirements:

- SPM / STPM / Diploma in any fields
- Preferably with 1 year or without working experience
- Good attitude, discipline & aptitude
- Good knowledge of Microsoft Office Software.

Interested candidates are invited to e-mail, fax or write in with a complete resume stating telephone contact number, current and expected salary together with a recent passport sized photograph (n.r) to:

MARANOCORP INDUSTRIES (M) SDN BHD
Attn: HR Department
No.33, Jalan USJ 21/11
USJ City Centre, 47630 Subang Jaya, Selangor

Phone No.: 03-8023 3311
Fax No.: 03-8023 1331

Email: info@marano.com.my
Website : www.marano.com.my