

VACANCY BULLETIN

LEADER STEEL SDN. BHD. is a leading player in the Malaysian steel industry. Founded in 1987, the company has come a long way since its beginning, growing and adapting itself to the demands and challenges in the steel industry.

We operate in two major business segments:

Manufacturing & Trading of Steel Segment

- Steel Pipes & Tubes, Hollow Section
- Flat Bar, Angle Bar
- Plates

Trading & Processing of Minerals Segment

- Steel Making Minerals

If you are hardworking, dedicated, positive attitude, can work in a team, then you are the one we are looking for!

Shipping Executive (Immediate Vacancy)

Responsibilities:

- Responsible for import, export and trading shipment
- Liaise with shipping agent, forwarding agent, stevedoring company, logistic company, independent surveyor for bulk and containerize shipment
- Checking import & export L/C
- Prepare sales/purchase contract, fixture note, invoice, packing list, certificate of origin and others related shipping document
- Update, control and monitor stock, delivery and shipment
- Assist for any other duties as assigned

Requirements:

- Candidate must possess a Bachelor's Degree
- Required languages: Must well versed in Bahasa Malaysia, Mandarin and English
- Preferably Mandarin speaking
- At least one to two year of working experience in the related field
- Good team player, self-motivated and able to work independently
- Must be computer literate with knowledge in Microsoft Office

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REWARDS

Monthly Salary:

- Basic salary (RM2500 – RM3500)
- Basic salary will be paid more than the minimum wage depending on your experience and skills

Rewards & Benefits:

- Transport allowance of RM4.00 per day
- Daily food subsidies
- Hospitalization/accident & personal insurance

Others:

- Aged between 25 to 35 years old
- Strong knowledge in related field will be an added advantage
- Honest, dedicated, motivated and obeys the instructions given
- Possess own transport
- Efficient, hardworking, disciplined and responsible.

Interested candidates are invited to apply online or write-in with a full resume stating qualifications, contact number, working experience, and expected salary together with a recent passport-sized photograph to md.hazali@leadersteel.my or to the following address:



HR Department

LEADER STEEL SDN. BHD.

Plot 85, Lorong Perusahaan Utama,
Kawasan Perusahaan Bukit Tengah,
14000 Bukit Tengah, P.Pinang
04-5071515 ext 121

Contact Person: **Encik Zali**