



SECURITY CLERK

Job Responsibilities

- Monitoring the Panel Alarm and view CCTV;
- To ensure the day-to-day operations of the department runs smoothly;
- To check the following items to ensure that they are properly maintained, issued and accounted for such as CCTV, Keys, Key Register, Parcel Passes, Office Equipment and etc.
- To conduct investigations and put up reports on cases.
- To carry out any other ad-hoc job as assigned by the Superior.

Job Requirements

- Candidate must possess at least a SPM/STPM, Diploma or equivalent;
- Required computing skill(s) : MS Office;
- Required language(s) : English & Bahasa Malaysia;
- Fresh graduates are encourage to apply;
- Must be responsible, hardworking and have pleasant personality;
- Able to work independently under minimum supervision;
- Must be able to interact with all levels and dedicated team worker;
- Full-time position(s) available