FELCRA Properties Sdn. Bhd. is a subsidiary of FELCRA Berhad which is responsible for implementing property development activities and developers of FELCRA Berhad land. FELCRA Properties Sdn. Bhd. invites qualified Malaysian Citizens to fill vacancies as follows:

<table>
<thead>
<tr>
<th>NO</th>
<th>POSITIONS</th>
<th>VACANCY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assistant Manager, Sales Administration</td>
<td>1</td>
<td>Contract</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Manager, Corporate Communication</td>
<td>1</td>
<td>Contract</td>
</tr>
<tr>
<td>3</td>
<td>Assistant Manager, Finance</td>
<td>1</td>
<td>Contract</td>
</tr>
<tr>
<td>4</td>
<td>Senior Executive, Customer Service Relations</td>
<td>1</td>
<td>Contract</td>
</tr>
<tr>
<td>5</td>
<td>Executive, Project Engineer</td>
<td>1</td>
<td>Contract</td>
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<tr>
<td>6</td>
<td>Executive, Product Development</td>
<td>1</td>
<td>Contract</td>
</tr>
<tr>
<td>7</td>
<td>Assistant Executive, Finance</td>
<td>1</td>
<td>Contract</td>
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<tr>
<td>Position 1</td>
<td>ASSISTANT MANAGER, SALES ADMINISTRATION – (1 VACANCY)</td>
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<tr>
<td>Job Descriptions</td>
<td>• To have experienced in sales administration works for minimum 8 years in property industry</td>
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<td></td>
<td>• Monitor and liaise with solicitors, purchasers, authorities and end-financiers attending to their correspondences on Sales &amp; Purchase Agreement/Loan documentations and authorities consent</td>
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<td></td>
<td>• Experienced in using property system i.e IFCA, MHW</td>
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<td></td>
<td>• Work closely with sales &amp; marketing team through prompt customer service in regards to prepare and checking of purchase/loan documentations/building completion on site and related procedures of handing over vacant possession</td>
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<td></td>
<td>• Provide assistance in all other sales enquiries, sales administrative functions and sales launches as when required</td>
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<td>• Well verse for all types of properties pre &amp; post administrative activities up to HOVP</td>
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<td></td>
<td>• Well verse with government loan procedures and liaison with the agency</td>
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<td>• Experienced in conveyancing</td>
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<td>• Experienced on different Malaysian states consent and getting approval from the authorities</td>
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<td>• Experienced in issuance of Letter Undertaking to financiers with the project is attached with bridging loan</td>
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<td>• Responsible for all documentation pertaining to SPA, loan documentations, consent, bank draw down, MOT and other related matters</td>
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| Salary Table | RM 3,600.00 ~ RM 8,500.00 |
Conditions of Appointment: Assistant Manager, Sales Administration

Candidates shall have the following qualifications:

a) Malaysian citizens.

b) Candidate must possess at least Degree in Business Studies/ Administration/ Management or equivalent.

c) Fluent in speaking and writing in Malay and English.

d) Experience at least 8 years in relevant fields from property sector.

e) Self-motivated with self-initiative and ability to work independently.
| **Position 2** | **ASSISTANT MANAGER, CORPORATE COMMUNICATION**  
- (1 VACANCY) |
|---------------|------------------------------------------------|
| **Job Descriptions** | • To have minimum 8 years experienced in property sector in corporate communication lines  
| | • To contribute to the development and implementation of external communications programmes and activities that support company objectives and the corporate communications external communications strategy, including social media, regional media and specialist titles, both print and online.  
| | • Researching and responding to press enquiries, ensuring that media sign off protocols are adhered to.  
| | • Producing media briefing materials to support marketing campaigns  
| | • Researching and drafting lines to take on 'live' and horizon scanning for potential issues affecting the company  
| | • Researching pro-active story ideas, case studies and comment pieces  
| | • Drafting and distributing news releases using a combination of traditional and social media channels  
| | • Keeping social media content relevant and up to date  
| | • Maintaining and developing new content for the specific areas of the corporate website ensuring that it in line with brand guidelines and publish on the website in a timely manner liaising with internal colleagues as necessary  
| | • Working with and supporting colleagues from other areas of the business to ensure that all areas of the website are current and accurate, written in line with corporate style guidelines and published onto the website in a timely manner  
| | • Identifying ‘new media’ opportunities as part of any proactive corporate communications strategy  
| | • Providing proofreading, editing and communications advice and services to internal colleagues and customers |
Job Descriptions

- To undertake any other duties as required from time to time, including work outside normal office hours and participate in a ‘duty’ rotate.
- Responses to social media comments via Facebook and Twitter
- Research material for the core brief facts and figures, case studies, statistics, topical soundbites
- Experience of handling highly sensitive media enquiries that require liaising with Government agencies to minimize reputational risk and present an accurate picture to specialist and national media
- A strong network of journalist contacts across print, online and broadcast media outlets
- Experience of working on proactive media campaigns communication strategies using a variety of tools, techniques and channels with minimal supervision
- To organize corporate social responsibility to be implemented within the stipulated time

Salary Table: RM 3,600.00 ~ RM 8,500.00

Conditions of Appointment: Assistant Manager, Corporate Communication

Candidates shall have the following qualifications:

a) Malaysian citizens.

b) Candidate must possess at least Degree in Mass Communications/ Marketing/ Public Relation or equivalent.

c) Fluent in speaking and writing in Malay and English.

d) Experience at least 8 years in relevant fields preferable from property sector.
### Position 3: ASSISTANT MANAGER, FINANCE - (1 VACANCY)

**Job Descriptions:**

- Assist in overseeing all company financial activities including the preparation and presentation of financial statements, management reports, financial analysis, and cash flow management as well as other tasks that are provided from time to time.

- Assist in ensuring that all financial activities of the company comply with the requirements, procedures and standards.

- Assist in monitoring, preparing and researching tax data for tax compliance purposes and tax reporting.

- Compile and analyze financial information to prepare monthly financial statement.

- To ensure financial records are maintained in compliance with accepted policies and procedures.

- To ensure all financial reporting deadlines are met.

- Assist in preparation of company budgeting to meet the cash flow requirements.

- Assist in preparation of project’s budgeting to ensure project’s profitability and cash flow requirements are met.

- Monitor and support taxation requirements.

- Prepare for financial audit and coordinate the audit process.

**Salary Table:**

| Salary Table | RM 3,600.00 ~ RM 8,500.00 |

**Conditions of Appointment: Assistant Manager, Finance**

Candidates shall have the following qualifications:

a) Malaysian citizens.

b) Experience of at least 3 years in Senior Executive level. Preferable in Property Development

c) Candidate must possess at least Degree in Accounting/Finance or equivalent. Candidate with professional certificate is given advantage.

d) Able to multi task and computer literate (Ms, Excel).

e) Good organizers, ability to prioritize workload and work within tight deadlines.
<table>
<thead>
<tr>
<th>Position 4</th>
<th>SENIOR EXECUTIVE, CUSTOMER SERVICE RELATIONS – (1 VACANCY)</th>
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</thead>
</table>
| Job Descriptions | • To have experienced in Customer Service Relation services at least minimum 4 years in property industry  
• Liaison with potential customers on relevant information prior to be given sales representatives to follow up  
• Experienced in using property system i.e IFCA, MHW  
• Registration updates to the system  
• Liaison with potential customer on current & future events by the company  
• To route cases to relevant departments within 1 working day  
• To attend to customer enquiries within 24 hours  
• Follow-up/tracking of all customer work orders and ensure effective inter-dept coordination to ensure prompt resolution of all customer issues within KPI of 21 days and contractual obligation of 30 days (whichever applicable)  
• To communicate effectively with customers on the progress of defect rectification work or the status their issues  
• To negotiate where and when necessary with customers in regard to customer issues with the ultimate objective to amicably resolve the said issues  
• To respond in writing to all customer correspondences (via e-mail or letter) within 7 days. All such responses require coordination with Action Parties to gather required input and to confirm accuracy prior to issuance of response to customers in order to ensure company credibility and image at all times  
• To route renovation refund & request to Property Management System team within 1 working day |
- To track closely all refund requests by liaising with Project and Finance department and to update report on weekly basis
- Issuance of Non-Closure notice to Action Parties in the event of non-closure of work orders within KPI of 21 days
- Attend to difficult customers and owners with escalated complaints at the site or out of office locations
- To stand by for ad-hoc customer service duties on weekends and events periods
- To liaise closely with various departments to attend and resolve customer issues/complaints and to address customer concerns, request and enquiries
- Organize handing over keys at office or site
- Build good relationship with Residents Associations (RA), Joint Management Bodies (JMB) and relevant Committees and demonstrate good services at all times and resolve issues raised or concerns highlighted
- Prepare the handing over vacant possession (HOVP) according to checklist and ensure all document (pre-HOVP & post HOVP) are complete before proceed with vacant possession activities (pre-HOVP preparation and HOVP process at office) for newly completed developments
- Analyze data and provide Monthly Risk Management Report for the Management
- Produce and compile all outstanding cases in Defect Management Report for active projects and highlights any urgent matters to head of Department
- To compile and submit Monthly Report to Head of Department by the first on every month
• To support towards any soft launches and project launches as and when required
• To complete all the other job responsibilities and task assigned by the immediate superior or the Head of Department from time to time

| Salary Table | RM 3,001 - RM6,641.00 |

**Conditions of Appointment : Senior Executive, Customer Service Relations**

Candidates shall have the following qualifications:

a) Malaysian citizens.
b) Degree in Mass Communications/ Marketing/ Public Relation or equivalent.
c) Fluent in speaking and writing in Malay and English.
d) Experience at least minimum 4 years in relevant fields with property developer.
<table>
<thead>
<tr>
<th>Position 5</th>
<th>EXECUTIVE, PROJECT ENGINEER (CIVIL &amp; STRUCTURE) - (1 VACANCY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Descriptions</td>
<td>• To initiate, plan, coordinate and supervise the construction of projects and to ensure that due to regards are given to cost, quality and time in the implementation of projects.</td>
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<td></td>
<td>• To analyze, evaluate and advice consultant’s proposals and to generate alternatives, wherever possible.</td>
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<td>• To ensure that mid/end financial year targets are achieved.</td>
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<td>• To organize the site supervision team to ensure high quality workmanship and construction cost is kept within the budget.</td>
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<td>• To plan, identify and resolve technical problems during implementation.</td>
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<td></td>
<td>• To assist Project Manager during discussion on Product Development and make contribution on matters pertaining to cost control and improvement on technical aspects of products.</td>
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<td>• To be accountable to Project Manager for all duties and responsibilities delegated to him.</td>
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<td></td>
<td>• Assisting Project Manager in preparation of tender drawings and documents with good coordination with all consultants involved.</td>
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<td></td>
<td>• Assisting Project Manager in preparation of Budget</td>
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<td>• To liaise with local authorities to ensure submission plan approved until the issuance of Certificate of Completion and Compliance (CCC).</td>
</tr>
</tbody>
</table>
• Project Monitoring to meet targets billing and year end accruals.

• Attending site meeting and to coordinate all works to meet target by compliance with Drawings, Bill of Quantities and Specifications, within the approved budget.

• Other tasks are directed from time to time.

| Salary Table | RM 2,500.00 - RM6,124.00 |

**Conditions of Appointment : Executive, Project Engineer (Civil And Structure)**

Candidates shall have the following qualifications:

a) Malaysian.

b) Work experience in the relevant field is at least 2 years. Preferable in Property Development.

c) Degree in Civil Engineering recognized by the government or private institution.

d) Willing to work outstation.
Position 6 | EXECUTIVE, PRODUCT DEVELOPMENT - (1 VACANCY)
---|---
Job Descriptions | • To be involved in Client Consultant Meeting and to assist HOS in discussing the design proposal with other consultants.
| | • Responsible for providing requirements, specification and info to management on architectural matter.
| | • Monitor and supervise design development process i.e checking and verification of consultants drawing are accordance to FELCRA Properties standard and specification.
| | • Liaison with all appointed consultant i.e architect, supplier, model maker and illustrator.
| | • Participate in design presentation, product briefing session, site visit and factory visit (as and when required).
| | • To continuously conduct a survey, compile, and update management of any new building materials, new construction technology, current market and design trend.

Salary Table: RM 2,500.00 - RM 6,124.00

**Conditions of Appointment: Executive, Product Development**

Candidates shall have the following qualifications:

a) Malaysian.
b) Candidate must possess minimum Degree in Architecture or related field.
c) Have experience and exposure in property development.
d) Knowledge in Autocad, sketchup and Excel.
e) Excellent time management, communication and interpersonal skills.
f) Highly motivated and able to work independently.
<table>
<thead>
<tr>
<th>Position 7</th>
<th>ASSISTANT EXECUTIVE, FINANCE - (1 VACANCY)</th>
</tr>
</thead>
</table>

**Job Descriptions**

- Performing day-to-day processing of accounts payable and claims in an effective, up to date and accurate manner.
- Ensure that financial transactions are properly updated and recorded.
- Liaise with team member for ensuring proper recording of information & financial data.
- Perform general Finance administrative support.
- Checking invoice and date entry.
- Receiving and processing all invoices, expenses forms and request for payment.
- Maintain latest and accurate filing systems.
- Preparing letters of general administration and other official letters directed.
- Send documents or payment cheques to the relevant office or counter.
- To support the overall administrative work and ensure smooth running of daily operation in the office.
- Keep track of office supplies, bills, receipts, and daily transactions.
- Provide support in a variety of capabilities which may include; copy services, fax, office supplies, equipment & Inventory.
- To accept any other job responsibility as instructed by superior.
- Other related work that will be given from time to time.

**Salary Table**

| Salary Table | RM 1,320.00 – RM2,805.00 |
Conditions of Appointment: Assistant Executive, Finance

Candidates shall have the following qualifications:

a) Malaysian.

b) Year of Experience: Preferable with 1 year(s) of working experience in the related field is required for this position.

c) Candidate must possess minimum Diploma in Accountancy or equivalent;

d) Advance computer literacy and able to work independently with minimum supervision.
HOW TO APPLY

a) Application can be made by completing the form available at https://goo.gl/bmQpGP

b) All applications must be submitted ONLINE. Any hard copies/ postal delivery will not be accepted.

c) Each application must include a copy of the Identity Card, Academic Qualification Certificates and other relevant documents that have been validated and a passport size photograph.

d) The closing date of the application is 9th March 2018 at 4.00 pm.

e) Only shortlisted candidates for the interview will be contacted. Applicants who have not been contacted within 3 (three) months from the closing date of the advertisement are deemed unsuccessful.