



JOB VACANCY

CLERK CREDIT ADMIN (PROPERTY DEPARTMENT)

Requirements :

- Candidate must possess at least a SPM/Diploma;
- Minimum 2 years of working experience in Finance/Credit Admin;
- Good interpersonal skills;
- Must be reliable, keen to learn, able to work independently and a team player;
- Knowledgeable in Microsoft Office application; and
- Good communication skills in Bahasa Melayu and English, both oral and written.

Responsibilities :

- Ensure invoices are accurately generated based on agreement;
- Send invoices and statement of accounts to customers on timely manner;
- Monitor and manage debtor accounts, ensuring timely collection of payments;
- Follow up with tenants and resolve invoice discrepancies;
- Updating, collection and compilation of debtor report; and
- Taking instructions and assignments by superior from time to time as and when requested.

Applications can be made through BORANG PERMOHONAN PEKERJAAN which can be found on the website <http://www.kpf.my/informasi/kerjaya.html> and must be sent before 31st January 2025 to the address below:

Jabatan Pentadbiran & Sumber Manusia
Koperasi Permodalan FELDA Malaysia Berhad
Tingkat 8, Balai FELDA, Jalan Gurney 1
54000 Kuala Lumpur
Tel: 03-26942095 ext. 119/164
Emel: adminhr.kpf@felda.net.my

** Only shortlisted candidates will be contacted*