



# JOB VACANCY

## CLERK (PROPERTY DEPARTMENT)

### Requirements :

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

### Responsibilities :

- Responsible for day-to-day administrative task;
- To check, update, monitor & coordinate documentation;
- To prepare, record & monitor of rental collection;
- Updating, collection and compilation of data on various sector; 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 24<sup>th</sup> 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](mailto:adminhr.kpf@felda.net.my)

*\* Only shortlisted candidates will be contacted*