



IMMEDIATE JOB VACANCY

ACCOUNT EXECUTIVE

The Malaysian Timber Certification Council (MTCC) is a leading organisation championing sustainable forest management practices. We seek a passionate and strategic **Account Executive** to join our mission.

VACANCY DETAILS

NO	ITEM	DESCRIPTION				
1.	Position	Account Executive				
2.	Unit	Finance and Administration				
3.	Availability	Immediately				
4.	Position Status	Permanent				
5.	Gross Salary Scale	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Starting Gross Salary (RM)</th> <th>Annual Salary Increase Rate (RM)</th> </tr> </thead> <tbody> <tr> <td>3,570.00</td> <td>225.00</td> </tr> </tbody> </table>	Starting Gross Salary (RM)	Annual Salary Increase Rate (RM)	3,570.00	225.00
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3,570.00	225.00					
6.	Terms of Appointment	The applicants must be Malaysian citizen with no criminal records.				
7.	Entry qualification	A Bachelor's degree in accounting.				
8.	Language qualification	Strong written and verbal communication skills in English and Bahasa Melayu.				
9.	Experience	Minimum three years of working experience in the related field in most recent years.				
10.	Required skill(s)	Must be familiar with Biztrak (accounting system) & TimeTec HR (Payroll system). Must be able to handle to full amounts, MB2E transactions, payment, invoicing and purchasing.				

NO	ITEM	DESCRIPTION
		Excellent in account management, financial analysis, time management, communication, team collaboration, technical proficiency.
11.	Attributes expected	Our ideal candidate is someone with possesses a strong background in finance and accounting, with a demonstrated track record of managing financial transactions, maintaining accurate records, and ensuring regulatory compliance. Effective communication, attention to detail, and strong analytical skills are essential to perform these duties successfully, pleasant personality, team player, can multitask and can work under pressure.
12.	Software skills required	Advanced user in accounting systems i.e. (Biztrak Accounting Software). Able to resolve/provide solutions under minimum supervision/assistance.
13.	Probation period	Minimum period of 6 months
14.	Responsibilities	<p>I. Prepare and maintain the general ledger accounts of MTCC in a timely and accurate manner.</p> <p>II. Prepare and maintain accounts payable and accounts receivable in a timely and efficient manner.</p> <p>III. Prepare monthly cash management, bank reconciliation, balance sheet and profit & loss statement in an accurate and timely manner.</p> <p>IV. Assist Director, Administration & Finance, in preparing any required financial reports in a timely and accurate manner.</p> <p>V. Server as the liaison person with the company auditor to ensure timely and smooth audit process.</p> <p>VI. Prepare and handle any required financial transaction with vendors/stakeholders of MTCC in a timely and efficient manner.</p> <p>VII. Maintain the software used for accounts preparation (i.e. Acc BizTrak) to ensure proper functioning and efficient use.</p>

NO	ITEM	DESCRIPTION
		VIII. Support the Finance & Internal Audit Committee and the Investment Committee.
15.	Company benefit	i. EPF ii. SOCSO iii. Flexible work arrangements iv. Medical insurance v. Parking & transportation benefit vi. Compassionate leave <u>Additional benefits upon confirmation</u> i. Annual optical & dental benefit ii. Marriage leave iii. Pilgrimage leave iv. Paternity leave v. Maternity leave & benefit
16.	Place of duty	Kuala Lumpur, Malaysia
17.	Application deadline	2 June 2024

HOW TO APPLY

Interested applicant is invited to submit the following documents:

1. MTCC Employment Form;
2. Cover Letter;
3. Resume/ Curriculum Vitae with two referees (referees should have contact number and email);
4. A copy of Sijil Pelajaran Malaysia (SPM) or an equivalent qualification recognised by the Government; and
5. A copy of the Bachelor's Degree/Master's Degree Certificate/Professional Certificate.

The completed application and the required documents should be submitted to the following email address: recruitment@mtcc.com.my. **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED VIA EMAIL.**

JOB INTERVIEW

Only qualified and shortlisted applicants will be interviewed. The application that does not receive a response after 4 months from the closing date of the advertisement shall be considered unsuccessful. The applicant fully bears all expenses for attending the interview.

INTERVIEW RESULT

The results of the interview will only be communicated to successful applicants.

ENQUIRY

For inquiry or further information, you may contact Executive Human Resource and Administration, En. Ahmad Muzhaffar Razali at muzhaffar@mtcc.com.my / 03-2161 2298.

JOB ADVERTISEMENT PUBLICATION DATE: 22 MAY 2024



MALAYSIAN TIMBER CERTIFICATION COUNCIL

C-08-05, Block C, Megan Avenue II, No. 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur
Tel: 603 – 2161 2298 Fax: 603 – 2161 2293 E-mail: info@mtcc.com.my Website: www.mtcc.com.my

EMPLOYMENT APPLICATION FORM

NOTE TO APPLICANTS

1. Only one application form should be submitted to MTCC. Applications for more than one post should be submitted individually.
2. An application shall be accompanied by photocopies of all certificates and relevant documents as evidence that the applicant meets the required academic and other requirements.
3. All expenses related to this application shall be borne by the applicant.

Photo
(Passport Size)
(photo taken within 2
months from the date
of application)

Name of Applicant : _____

Position Sought : _____

Available start date : _____

I. PERSONAL PARTICULARS

Home Address : _____

Phone No : _____ Fax No. : _____

Office Address : _____

Phone No : _____ Fax No. : _____

Date of Birth : _____ Age : _____

Marital Status : _____ Sex : _____

I.C No. : _____ Citizenship : _____

II. FAMILY DETAILS

Marital Status: _____ Date of Marriage: _____

Spouse Name: _____ Occupation: _____

Spouse Employer's Name/Address: _____

Father's Name: _____ Age: _____

Employer's Name: _____ Occupation: _____

Mother's Name: _____ Age: _____

Employer's Name: _____ Occupation: _____

NAME OF CHILDREN	DATE OF BIRTH	SEX

NAME OF SIBLINGS	AGE	SEX (M/F)	OCCUPATION	EMPLOYER

EMERGENCY <i>(In the case of emergency, please provide details of the person to contact)</i>		
Name	Relationship	Tel. No.

III. ACADEMIC QUALIFICATIONS

Name of Schools, College and University attended	Location	Duration		Result/ CGPA of Certificate/Diploma / Degree Obtained	Year of Graduation
		From	To		

(use additional pages if necessary)

Extracurricular Activities in School/ College, University/ Association/ Community	Position/Activity & Location	Year

(use additional pages if necessary)

IV. RELATED WORK EXPERIENCE

Are you currently employed: (Yes / No)
if yes, please fill in as below:

current employer: _____,

reason searching for new job: _____

Present Salary: RM _____/month
(MTCC reserves the right to request for the last salary statement)

Expected Salary: RM _____/month

Position & Duration	Name of Employer	Address	Responsibility/ Project/ Task/ Achievement Summary	Reason to leave

(use additional pages if necessary)

V. OTHER WORK EXPERIENCE (IF ANY)

Position	Name of Employer	Address	Contact No.	Duration

(use additional pages if necessary)

VI. OTHER INFORMATION

Language Proficiency: (Please tick accordingly)

Spoken

Written

Bahasa Malaysia Fluent Fair Weak Fluent Fair Weak
English Fluent Fair Weak Fluent Fair Weak
Others* Fluent Fair Weak Fluent Fair Weak

(Please indicate) * _____

Other certified language proficiency tests i.e.: (MUET/IELTS/TOEFL)*:

*Please attach the certificate

Computer Skill: (Please tick accordingly)

MS Office (Word) Beginner Intermediate Advanced
MS Office (Excel) Beginner Intermediate Advanced
MS Office (PowerPoint) Beginner Intermediate Advanced
MS Office (Access) Beginner Intermediate Advanced

Other:

(Please indicate) _____

Other skills (i.e. Video editing / creative writing/ data analytics/ trade or commodity analysis):

Other competencies: (i.e. Certified Integrity Official, Natural Language Processing):

Health Status: (Please tick accordingly)

1. Any sign/symptoms presented?

No

Yes, please provide full details:

2.	Which part of body affected?	
3.	What is the underlying cause?	
4.	What is the exact diagnosis as per informed by doctor?	
5.	What is the exact diagnosis as per informed by doctor?	

VII. PROFESSIONAL REFERENCES

Names of two persons who could provide information about yourself. Please provide **latest information** to expedite background check/ verification process.

1. Name: _____

Position/ Relationship: _____

Address: _____

Email: _____

Tel. No. : _____

2. Name : _____
Position/ Relationship: _____
Address : _____

Email: _____
Tel. No. : _____

I hereby declare that the above information is true.

Applicant's signature : _____

Date : _____