

POSITION: SENIOR EXECUTIVE/EXECUTIVE, TECHNICAL & QUALITY ASSURANCE

DEPARTMENT: TECHNICAL DEPARTMENT

JOB RESPONSIBILITIES:

QUALITY ASSURANCE (QA) AND TECHNICAL

1. Performing quality assessment services such as attending meetings with clients, preparing QA report, coordinating QA training workshop and etc.
2. Liaison with other professional bodies and regulators such as Bursa Malaysia, Securities Commissions (SC), Auditor General (AG) & Suruhanjaya Syarikat Malaysia (SSM) and etc on technical matters.
3. Handling and processing educational products sales (hard copy/E-Book).
4. Assist the team in yearly strategic planning, and budgeting for QA and technical department.
5. Coordinating and processing the research grant.
6. Any other tasks as and when required.

WORK EXPERIENCE REQUIREMENTS & EDUCATION REQUIREMENTS

1. A recognized degree and (preferable possesses Certified Internal Auditor certification) or other relevant professional qualification.
2. Good interpersonal, Microsoft Office skills, marketing and communication skills.
3. Strong analytical skills and interests in research.
4. Self-motivated and able to work independently.