



Challenging Career Opportunities in SIRIM Berhad

SIRIM Berhad is a well-established corporate entity responsible to lead and enhance technology and quality in Malaysia. We urgently seek qualified and dynamic professionals who are ready for a challenging career to join us as:



1. MANAGEMENT SYSTEM CERTIFICATION DEPARTMENT

A. SENIOR AUDITOR

(1 VACANCY) Code: TECH 23-1

Responsibilities:

- To carry out CDM validation and verification audits.
- To assist in marketing and sales of the CDM validation and verification scheme.

Basic Requirements:

- Degree in Chemical / Palm Oil Milling / Chemical Technology / Electrical Engineering with minimum of 10 years working experience of which 6 years in Palm Oil Milling, Power Plant, Landfill Operations and Biogas related operations or other CDM Project related consultancy.

Additional Requirements:

- Have passed the ISO 14001 lead auditors course.
- Have Auditing experience.
- Fluent in English – both spoken and written.
- Willing to travel and possess own transport.
- Have good understanding in the environmental issues and regulations and the financial aspects of a project activity.

B. AUDITOR

(6 VACANCIES)

Responsibilities:

- To plan, lead and manage audits of organizations' management systems to the following standards – ISO 9001, ISO 14001, OHSAS 18001, MS 1722 and other related management systems certification schemes.

Basic Requirements:

- Degree in Mechanical / Electrical Engineering with minimum of 4 years working experience in project site supervision of construction works.
Code: C&C 21-2
- Degree in Agriculture or Horticulture with minimum of 4 years working experience in agriculture / horticulture / aquaculture sector.
Code: FAF 21-1
- Degree in Computer Science / IT / Education / Finance / Account with minimum of 4 years working experience.
Code: SVC 21-3

Additional Requirements:

- Minimum 4 years full time practical workplace experience with at least 2 years in Quality Assurance related activities.
- Have passed the ISO 9000 lead auditors course.
- Preferably 1 year third party auditing/inspection experience or has maintained registration with recognized auditor certification body. The registration must be current.
- Fluent in Bahasa Malaysia and English both spoken and written.
- Willing to travel and possess own transport.

C. EXECUTIVE (SALES)

(1 VACANCY) Code: SCS 20-1

Responsibilities:

- To implement sales and business strategies, provide high quality customer service with regards to Management System Certification Department activities as well as supervise and facilitate the administrative functions of Sales and Customer Service Section.

Basic Requirements:

- Degree in Science or Engineering with minimum of 3 years working experience in sales and customer service or certification activities.

Additional Requirements:

- Knowledge and understanding of standards used for certification activities (e.g. ISO 9001, ISO 14001, OHSAS 18001, TS 16949, HACCP etc).
- Knowledge in standards/guidelines for accreditation of certification bodies (ISO/IEC Guide 17021 etc).
- Knowledge in conformity assessment principles and procedures.
- Demonstrate good written and oral communication skills in both English and Bahasa Malaysia and present a professional image.

2. TESTING SERVICES DEPARTMENT

A. SENIOR EXECUTIVE (ADMIN)

(1 VACANCY) Code: SGMSTSD 21-1

Responsibilities:

- To support Senior General Manager Office in managing Customer Service Center, RMK 9 and RMK 10 development and planning, meeting chaired

by Senior General Manager within Testing Services Department and compilation and analysis of Testing Services Department performance.

Basic Requirements

- Degree in Business Administration / Marketing/ Mechanical/Electrical/ Chemistry/ Industrial Chemistry or related discipline with minimum of 3 years working experience.

B. SENIOR EXECUTIVE (PROGRAMMER)

(1 VACANCY) Code: EMCT 21-1

Responsibilities:

- To assist testing activities for WIMAX Project.

Basic Requirements:

- Degree in Computer Science (Telecommunication / Multimedia) with minimum of 3 years working experience.

Additional Requirements:

- Poses strong analytical reasoning and problem solving skills.

C. SENIOR EXECUTIVE (SALES)

(3 VACANCIES) Code: SGMSTSD 21-3

Responsibilities:

- To plan and implement sales and customer service activities of the Testing Services Department and provide expert advice to customers and recommend referral business to the company which includes handling of various types of enquires with regards to testing activities as well as assists in the monitoring of implementation of the sales and marketing plan.

Basic Requirements

- Degree in Mechanical / Electrical / Chemistry / Industrial Chemistry / Business Administration / Marketing or related discipline with minimum of 4 years working experience.

D. TESTING EXECUTIVE

(5 VACANCIES)

Responsibilities:

- To conduct testing activities in accordance to product standards and produce test reports meeting ISO/ IEC 17025 accreditation requirement.

Basic Requirements

- Degree in Mechanical Engineering or related discipline preferably with 1-2 years working experience in Mechanical Engineering testing methods and procedures.
Code: MAST 20-1
- Degree in Electrical Engineering (Power) preferably with 1-2 years working experience in Electrical Engineering testing methods and procedures.
Code: EEST 20-1
- Degree in Chemical / Science preferably with 1-2 years working experience in testing methods and procedures.
Code: CEST 20-2
- Diploma in Mechanical Engineering or related discipline preferably with some working experience in the maintenance services of machinery facilities / equipment. Fresh graduates are encouraged to apply.
Code: TCST 18-1

3. PRODUCT CERTIFICATION & INSPECTION DEPARTMENT

A. SENIOR EXECUTIVE (SALES)

(1 VACANCY) Code: SGMPCI 21-1

Responsibilities:

- To plan and implement sales and customer service activities of the Product Certification and Inspection Department and provide expert advice to customers and recommend referral business to the company which includes handling of various types of enquires with regards to certification activities as well as assists in the monitoring of implementation of the sales and marketing plan.

Basic Requirements:

- Degree in Science / Engineering or equivalent preferably with minimum of 3 years working experience.

B. CERTIFICATION EXECUTIVE

(4 VACANCIES)

Responsibilities:

- To process and evaluate applications and recommend for certification in the product certification scheme, product listing scheme and other related schemes operated by the department, registration of manufacturer and label forecast program.

Basic Requirements:

- Degree in Mechanical Engineering or equivalent preferably with 1-2 years working experience in the related field.
Code: PCS (Mech) 20-2
- Degree in Communication / Electronic Engineering or equivalent preferably with 1-2 years working experience in the related field.
Code: CMCS 20-1
- Diploma in Mechanical Engineering with some working experience in the related field.
Code: PCS (Mech) 18-1

4. CORPORATE SUPPORT SERVICES DEPARTMENT

A. SENIOR EXECUTIVE

(1 VACANCY) Code: CAM 21-1

Responsibilities:

- To proactively plan and execute the media plan, prepare press releases, write advertorials and publication about the company and build good relationship with press/media.

Basic Requirements:

- Degree in Mass Communication or its equivalent preferably with minimum of 3 years working experience.

B. SENIOR EXECUTIVE

(2 VACANCIES) Code: SPS 21-2

Responsibilities:

- To plan, execute, administer and coordinate strategic planning and business development programmes and activities of SIRIM QAS International Sdn. Bhd.
- To identify analysis and assess projects with strategic importance to SIRIM QAS International Sdn. Bhd., new business projects for business expansion and diversification.
- To propose strategies for new business growth in line with the company's current and future objectives.

Basic Requirements:

- Degree in Science / Business Administration (Marketing) or equivalent preferably with 1-2 years working experience in the related field.

C. EXECUTIVE

(1 VACANCY) Code: FIN 20-1

Responsibilities:

- Responsible in implementation of ABC costing. Handling daily business operations which related to finance, accounting matters and Century System for 31 sections (financial support services).

Basic Requirements:

- Degree in Accounting / Finance or equivalent preferably with minimum of 4 years working experience.

ADDITIONAL REQUIREMENTS FOR SEGMENT NO 2, 3 AND 4:

- Good oral and written communication skills in both English and Bahasa Malaysia.
- Able to work independently and in a team.
- Self motivated, open minded and excellent interpersonal skills.

Interested candidates are invited to submit a comprehensive resume, certified copies of relevant certificates complete with telephone number, expected salary and passport sized photograph (n.r.) to the address below **not later than 31 December 2009**. Please indicate the position applied for and its code in the resume and on the top left-hand corner of the envelope.

Senior Manager
Human Resource and Administration Section
SIRIM QAS International Sdn Bhd.
Block 8, No 1, Persiaran Dato' Menteri, 40911 Shah Alam,
Selangor Darul Ehsan

Only shortlisted candidates will be notified.

SIRIM 09
ADS 09
26 X 8 COLS
14/12/09
PG :5
REV : MATERIAL
J/N : RA/6796/HIS/12/09