

In line with our regional growth, we are looking for dedicated and passionate individuals to fill the position of: -

Assistant – Collection (Contract)

(GHL – Bandar Sri Damansara)

Job Responsibilities:

- To process termination request from merchant or retailer.
- Contact merchants to follow-up the outstanding monthly rental.
- Follow-up relevant and required documents to process the necessary termination request.
- To build-up good relationship with all merchants and negotiate with them by offering good package in order to retain merchants.
- Provide recommendations for improvements where applicable.
- Assist in any ad-hoc tasks as and when is assigned by immediate superior.

Job Requirements:

- Minimum with at least one (1) year of experience in collection or customer service.
- Good command of English, Bahasa Malaysia and Chinese.
- Able to work independently and work beyond regular working hours if required to do so in meeting deadlines and objectives.
- Able to handle and manage work related pressure.
- Good communication and negotiation skills.
- Minimum six (6) months contract position available.
- Working location: Kepong Bandar Sri Damansara, Kuala Lumpur.

Education Requirements:

• Candidate must possess at least a minimum SPM or above level in any discipline or equivalent.

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MALAYINA	THALLAND	DAGAAGAL	PHILIPPINES	THE BOLL	AUSTRALIA	TUTNAM

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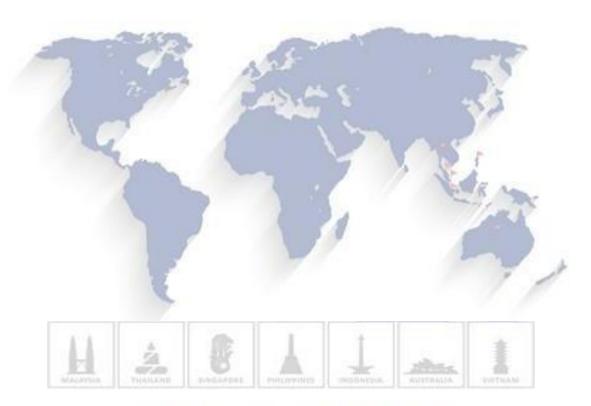


Interested candidates are encouraged to apply, please fax or email your applications (with cover letter, updated resume, certificates or relevant documents and 1 recent passport-sized photograph) to:

GHL SYSTEMS BERHAD (293040-D)

Human Resources Department No. C-G-15, Block C, Jalan Dataran SD1, Dataran SD, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia. Tel: 03-6286 3388 Fax: 03-6280 2999 Email Address: <u>hr@ghl.com</u> Website: www.ghl.com

*Please be informed that only shortlisted candidates will be notified.



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