



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.



GHL the ASEAN payment people



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: hr@ghl.com

Website: www.ghl.com

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

