JOB OPPORTUNITY

Account Executive

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

PAMIR
BUILDING TRUST

Organization details :

Company : Pamir Development Sdn Bhd
Website : www.pamir.com.my
Address : No. 37A, Jalan Kundang, Taman Bukit Pasir, 83000 Batu Pahat, Johor.

Job Responsibility :

1. Prepare, enter, verify daily business transactions through an accounting system and handle full set of accounts.
2. Handle interrogative transactions and matters.
3. Prepare financial, costing and management analysis report and to ensure that all reporting deadlines are met.
4. Continuously improve on existing department work to increase efficiency and raise service and quality standards.
5. Ensure proper filing purpose and any ad-hoc task as when required.

Job Requirements and Qualifications :

1. Candidate must possess at least a Bachelor's Degree/ Diploma, Finance or Accountancy or equivalent.
2. Required language(s): Bahasa Malaysia, Chinese, English in both verbal and writing.
3. Computer literate with knowledge in related Accounting Software.
4. Able to work independently to maintain high standards and accuracy.
5. Interested candidate can email your resume to hr.bp@pamir.com.my.

Benefits :

✓ Medical Allowance, medical screening, parking allowance, internal & external training, etc.

Person-in-charge :

Name : Ms Teo Soo Wei
Contact No. : 012-701 2031
Email : hr.bp@pamir.com.my

PAMIR

BUILDING TRUST

THE LEADING CONSTRUCTION BRAND IN JOHOR

The company name "Pamir" come from a mountain in Tajikistan, which means the Roof of the World.

Established since 1989, Pamir Group is a Malaysian company involved mainly in the construction, property development, estate management and trading.

OUR BUSINESSES

Supplemented by a property development arm, we adopt diversification as part of our business development strategy. We are engaged actively in property management, investment as well as trading to ensure sustainability and growth in our businesses.

- CONSTRUCTION
- PROPERTY DEVELOPMENT
- PROPERTY MANAGEMENT
- INVESTMENT
- TRADING

PAMIR

BUILDING TRUST

ACCOUNT EXECUTIVE

Taman Bukit Pasir (Batu Pahat)

Monday to Friday, 9am - 6.30pm

Key Responsibilities

- Prepare, enter, verify daily business transactions through an accounting system and handle full set of accounts.
- Handle interrogative transactions and matters.
- Prepare financial, costing and management analysis report and to ensure that all reporting deadlines are met.
- Continuously improve on existing department work to increase efficiency and raise service and quality standards.
- Ensure proper filing purpose and any ad-hoc task as when required.

Requirements / Qualifications

Bachelor's Degree/ Diploma/ Certificate in Finance/ Accountancy or equivalent

Benefits & Perks

Health
Medical Insurance, Medical Allowance, Health Screening Package

Allowance
Meal Allowance, Transport Allowance, Parking Allowance, Outstation Allowance

Accommodation
Accommodation & Hostel Allowance

Training
Internal & External Training

Activities & Events
Company Trip, Annual Dinner, Festival Party

Leave
Convocation Leave, Compassionate Leave, Marriage Leave

JOIN US

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www.pamir.com.my

PAMIR
BUILDING TRUST

IT EXECUTIVE

Taman Bukit Pasir (Batu Pahat)

Monday to Friday, 9am - 6.30pm

Key Responsibilities

- Assist division officer in developing, implementing and test application software to support company growth.
- Setting up workstations with computers and necessary peripheral devices.
- Install and configure appropriate software and functions according to specifications
- Prepare documentation and user manuals to help other non-IT staff understand basic computer operation.
- Periodically check and carry out maintenance on computer software and hardware to ensure continuous functionality.
- Respond in a timely manner to service issues and requests.
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Responsible for maintaining a proper record / logs of repairs and maintenance schedule.
- Handle daily operations for the division.
- Continuously improve on existing department work to increase efficiency and raise service and quality standards

Requirements / Qualifications

Bachelor's Degree/ Diploma in Computer Science, Information Technology, Software Engineering or related equivalent

Benefits & Perks

Health
Medical Insurance, Medical Allowance, Health Screening Package

Allowance
Meal Allowance, Transport Allowance, Parking Allowance, Outstation Allowance

Accommodation
Accommodation & Hostel Allowance

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BUILDING TRUST

SALES & MARKETING EXECUTIVE

Bandar Seri Alam (Masai)

Monday to Friday, 9am - 6.30pm

Key Responsibilities

Lead the Customer Journey:

- Handle sales from initial enquiry to SPA signing.
- Guide buyers through every step to ensure a smooth and professional experience.

Drive Marketing Efforts:

- Support and execute both online and offline marketing campaigns.
- Get involved in pre-launch, launch, and post-launch activities for each project.

Deliver Exceptional Customer Service:

- Build and maintain strong relationships with buyers and stakeholders.
  Provide responsive and professional after-sales service to enhance customer satisfaction.

Handle Sales Documentation & Authority Submissions:

- Assist with loan applications and coordinate the preparation, submission, and follow-up of documents to authorities and related agencies (e.g., KPKT, state offices, lawyers, etc.) to ensure smooth project and sales processes.

Achieve Targets & Grow:

- Work toward sales goals. Collaborate with the admin and marketing teams to ensure seamless and efficient sales operations.

Requirements / Qualifications

Degree/Diploma in Business Studies/Marketing/Management or equivalent

Benefits & Perks

Health
Medical Insurance, Medical Allowance, Health Screening Package

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HR EXECUTIVE

Taman Bukit Pasir (Batu Pahat)

Monday to Friday, 9am - 6.30pm

Key Responsibilities

- Handle full spectrum of HR functions.
- Responsible for HR recruitment process, review and shortlist candidates for interviews, arrangement and reference checks to assess candidates' suitability.
- Prepare documentation, data, report or any other administration matters, and any other job assigned by Head of Division or Department.
- Answering, forwarding and screening phone calls, in professional manner.
- Responsible for maintaining filing system for department's reference (eg. update company phone directories from time to time).
- Responsible for company functions, events, festival or celebration activities.

Requirements / Qualifications

Bachelor's Degree/ Diploma/ in HR, Business Administration, or related field

Benefits & Perks

Health
Medical Insurance, Medical Allowance, Health Screening Package

Allowance
Meal Allowance, Transport Allowance, Parking Allowance, Outstation Allowance

Accommodation
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07-432 7278

Batu Pahat Office

No.37A, Jalan Kundang, Taman Bukit Pasir,
83000 Batu Pahat, Johor.

Johor Bahru Office

No.18-01, Jalan Setia Tropika 1/14,
Taman Setia Tropika, 81200 Johor Bahru.