JOB OPPORTUNITY

PA to Director

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

Organization details :

Company : Dermypack Plastic (M) Sdn Bhd
Website : www.dermyupack.com
Addres : PTD210757,Jalan Sungai Tiram,81800,Ulu Tiram,Johor,Malaysia

Job Responsibility :

1. Manage Director's schedule, meetings, travel, and confidential correspondence
2. Prepare minutes, follow up trackers, and action logs
3. Coordinate with Sales Team on orders, quotations, and customer updates
4. Liaise with Production, QA/QC, Warehouse, and Logistics
5. Prepare daily/weekly/monthly sales and MIS reports
6. Maintain organized filing systems (digital & physical)
7. Support Director in vendor coordination and operational follow ups

Job Requirements and Qualifications :

1. Diploma/Degree in Business Administration or related field
2. Strong communication skills (English & BM)
3. Excellent organization, follow up, and multitasking abilities
4. Proficient in MS Office (Excel, PowerPoint, Word)
5. Manufacturing/packaging industry experience is an advantage
6. High confidentiality and professionalism
7. Fresh graduates are encouraged to apply

Benefits :

- ✓ Fast growing manufacturing environment
- ✓ Direct exposure to management operations
- ✓ Career development opportunities
- ✓ Structured & supportive work culture

Person-in-charge :

Name : Alex Ng
Contact No. : 019-737 1628
Email : alexng@dermypack.com.my

DERMYPACK PLASTIC INDUSTRIES

WE ARE HIRING

PA TO DIRECTOR

(Admin & Sales Coordination)

Johor, Malaysia | Full-Time Position

ABOUT THE ROLE

Dermypack is seeking a highly organized and proactive Personal Assistant to the Director. In this vital role, you will manage administrative operations, coordinate key sales activities, and ensure seamless communication across internal departments to drive organizational efficiency.

KEY RESPONSIBILITIES

- **Executive Support:** Manage Director's schedule, meetings, travel arrangements, and confidential correspondence.
- **Documentation:** Prepare meeting minutes, follow-up trackers, and executive action logs.
- **Sales Coordination:** Liaise with the Sales Team on customer orders, quotations, and account updates.
- **Cross-Department Liaison:** Coordinate smooth workflows with Production, QA/QC, Warehouse, and Logistics.
- **Reporting & MIS:** Compile and prepare daily, weekly, and monthly sales performance reports.
- **Records Management:** Maintain structured physical and digital filing systems.
- **Operational Follow-up:** Support Director with vendor coordination and critical operational tasks.

REQUIREMENTS

- **Education:** Diploma or Degree in Business Administration or related discipline.
- **Languages:** Strong written and verbal communication skills in English & Bahasa Malaysia (BM).
- **Core Skills:** Outstanding organizational, follow-up, and multitasking capabilities.
- **Software:** High proficiency in MS Office (Excel, PowerPoint, Word).
- **Industry Experience:** Background in manufacturing or packaging industry is an advantage.
- **Professionalism:** High integrity and strict confidentiality.

Fresh graduates are encouraged to apply!

WHY JOIN US?

Fast-Growing	Direct Exposure	Career Growth	Great Culture
Dynamic growth in the manufacturing sector.	Direct daily interaction with top management.	Plentiful learning and career development paths.	Structured, clear, and supportive environment.

READY TO APPLY?

EMAIL RESUME TO

alexng@dermypack.com.my

WHATSAPP INQUIRY

019-737 1628

Email Subject Line: **Application - PA to Director**