JOB OPPORTUNITY

Business Operation Executive

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Art & Design, Business , Mass communication

CHOWDHURY GROUP

Organization details :

Company : MZ Management Solutions
Website : https://chowdhurygrp.com
Address : #03-01 Blok B, Pusat Perdagangan Ekoflora, Jalan Ekoflora 7/1, Taman Ekoflora, 81100 Johor Bahru, Johor.

Job Responsibility :

1. Support daily business operations and ensure smooth workflow.
2. Coordinate with internal departments, clients and external parties.
3. Monitor operational performance, processes and documentation.
4. Prepare reports and assist in improving operational efficiency.
5. Handle ad-hoc tasks and projects assigned by management.

Job Requirements and Qualifications :

1. Diploma/Degree in Business Administration, Management or related field.
2. Fresh Graduates are welcome.
3. Strong organisational and problem-solving skills.
4. Good communication and interpersonal skills.
5. Proficient in Microsoft Office.
6. Proactive, responsible and able to work independently.

Benefits :

✓ **Standard Welfares - EPF, SOCSO & EIS, Public Holidays, Medical Claims, Overtime Claims, Career growth and development opportunities, annual performance bonus, others...**

Person-in-charge :

Name : Mike Ng
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