JOB OPPORTUNITY

行政助理

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Master

Preferred Major (s) : Business

Organization details :

Company : CHEMPULSE(MALAYSIA)SDN BHD
Website : -
Address : PTD 5700,Jalan Rumbia. 1A,Kawasan Perindustrian TanJung Langsat,Mukim Sungai Tiram,81700 Pasir Godang, Jln Persiaran Tanjung Langsat, 81700 Pasir Gudang, Johor Darul Ta'zim,

Job Responsibility :

1. 准备顾问、地方当局和相关方所需的文件/信件。
2. 确保及时准确地提交文件和相关表格。
3. 支持日常管理工作，包括数据输入和文档归档。
4. 监督日常办公室运营，包括管理办公用品、设备和设施，租赁协议和相关问题。
5. 充当内部和外部通信的主要联系人，专业处理电话、电子邮件。
6. 组织和协调公司活动、会议。
7. 处理外籍工人的行政工作。
8. 执行上级不时分配的职责和进一步指示。

Job Requirements and Qualifications :

1. 所需语言：普通话、马来语和英语。
2. 精通普通话，与说普通话的客户进行有效的书面和口语沟通。
3. 有条理、有责任心、能够同时处理多项任务并独立工作。

Benefits :

- ✓ **EPF, SOCSO, EIS & PCB contribution**

Person-in-charge :

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Tel: 07 362 3477
Fax: 07 595 0830

Company Profile

I. Overview and Development Positioning

CHEMPULSE MALAYSIA SDN BHD (hereinafter referred to as "our company") was established in 2024 with a registered capital of 3 million Malaysian Ringgit. It is a wholly-owned subsidiary of CHEMPULSE ENTERPRISE (S) PTE LTD in Singapore. As a strategic production base for the group's expansion into Southeast Asia and the global market, our company is committed to building a fine chemical enterprise integrating R&D, production, sales, and import and export trade.

Relying on the international vision and strong capital of the parent company, our company plans to invest a total of 80 million Malaysian Ringgit to build a modern green chemical production base in the Tanjung Langsat Industrial Park, Johor Bahru, Malaysia. The aim is to provide high-quality chelating technology and product solutions for the global agricultural。

II. Core Business and Product Applications

The company's business scope covers the production and manufacturing, wholesale and retail, and import and export of various chemical products, nutritional products, pesticides, and fertilizers.

Our core products are the chelate series and metal salt series with an annual output of 4,000 tons, including 2,000 tons of disodium EDTA and 2,000 tons of various metal salt products.

With the advantage of chelation technology in high-purity synthesis, our products play a significant role in the following key areas by enhancing the stability and solubility of trace elements:

Modern Agriculture and Soil Remediation:

High-efficiency Agriculture: As a carrier of trace elements (iron, zinc, manganese, copper, etc.), it significantly improves the absorption efficiency of nutrients by plants and is suitable for drip irrigation, hydroponics, and foliar fertilizers.

Soil Remediation: It is used to treat heavy metal contaminated soil, reducing the activity of heavy metals such as lead and cadmium through chelation, contributing to ecological restoration.

Seed Treatment: It enhances seed germination rates and the stress resistance of seedlings.

Environmental and Water Treatment:

Water Softening: Effectively chelates calcium and magnesium ions in water, preventing scaling in industrial and domestic pipelines.

Heavy Metal Treatment: Applied in industrial wastewater treatment and aquaculture, it complexes toxic heavy metals, reduces water toxicity, and regulates the aquaculture environment.

Cosmetics and industrial additives:

As a high-quality antioxidant potentiator and stabilizer, it is widely used in liquid soaps, shampoos and cosmetics to prevent products from oxidizing and deteriorating due to trace metal ions, thereby extending the shelf life.

III. Production Base and Capacity Planning

As a key investment project of the group, the project successfully completed land acquisition in April 2025, with the base covering an area of 19,474 square meters. According to the planning of a high-standard industrial park, we will construct:

2 modern production workshops, with workshop designs following international GMP (Good Manufacturing Practice) and HSE (Health, Safety, and Environment) standards, capable of flexibly switching production lines and meeting the requirements for different product synthesis.

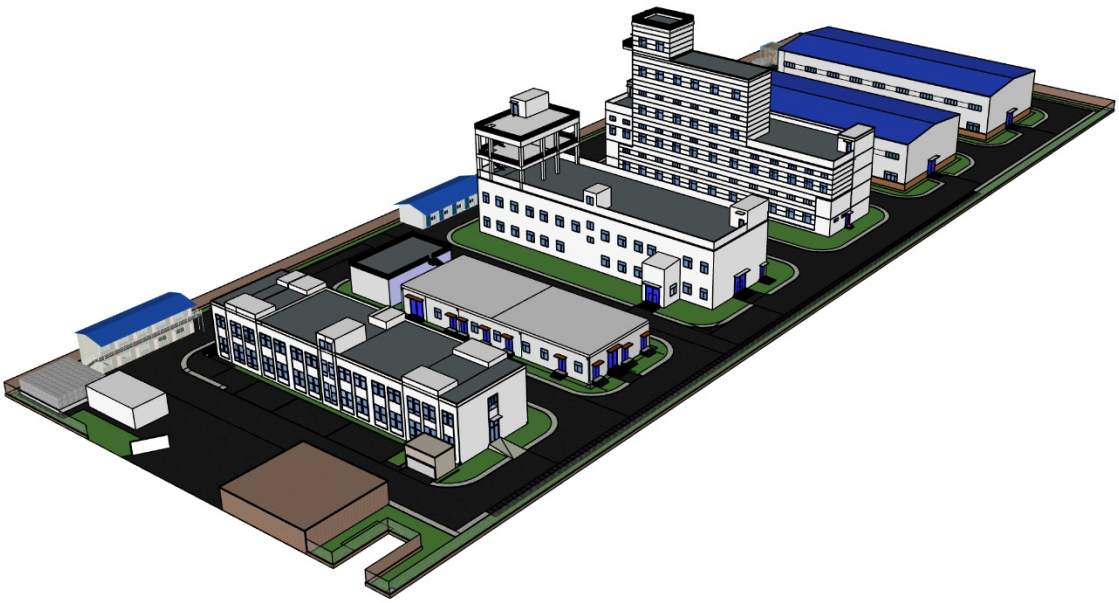
2 intelligent vertical storage warehouses, equipped with advanced warehouse management systems, achieving maximum space utilization and precise inventory management.

Research and development and office: Constructing a comprehensive office building integrating administrative offices and quality control laboratories, planning to introduce precision detection equipment such as gas chromatographs and atomic absorption spectrophotometers to ensure full traceability from raw material entry to product exit and comprehensive strict testing.

Public utilities: Building a complete water supply, power supply, heating, and wastewater treatment system, practicing the concept of green production,

ensuring emissions comply with and even exceed local environmental protection standards.

The project construction period is approximately 12 months, and it is expected to be officially completed and put into production in October 2026. At that time, this location will become a competitive chemical production base in the region.



A visual representation of the factory after construction is complete.

IV. Economic Contribution and Social Responsibility

After the project is put into operation, leveraging the existing international trade network of the parent company, the products will mainly be sold to developed countries in Europe and America (where there is a strong demand for high-quality chelating agents) as well as Southeast Asian countries (where emerging agricultural markets are growing rapidly), while also meeting the industrial and agricultural demands of Malaysia itself. After the project reaches its full capacity, it is expected that the annual turnover will reach 20 million ringgit, achieving a good return on investment. As a responsible foreign enterprise, we will actively integrate into the local community, directly creating more than 35 professional technical and operational positions for the local area, and indirectly promoting employment through training, service outsourcing, etc., and facilitating technological exchanges and industrial upgrading.

V. Corporate Culture and Commitment

CHEMPULSE MALAYSIA adheres to the business philosophy of "Excellence in Everything". We are well aware that quality is the lifeline of an enterprise and innovation is the driving force for development. We will continuously improve product quality, optimize service processes, focus on customers, and strive to create more value for global partners, achieving mutual benefit and win-win results.