JOB OPPORTUNITY

Internship Accounting assistance

Type of Vacancy : Full Time, Contract

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

AGENSI PEKERJAAN LT MANPOWER
FOREIGN WORKER AGENCY

Organization details :

Company : LT MANPOWER SDN BHD
Website : ltmanpower.com
Address : No.149A, Jalan Impian Emas 22, Taman Impian Emas 81300 Skudai Johor.

Job Responsibility :

1. We welcome Bachelor's Degree / Diploma students in Accounting or related fields who are looking for an internship opportunity to join our team.
2. As an Account Assistant Intern, you will be exposed to real accounting and administrative work, including:
3. Use SQL Accounting Software to issue invoices, payment vouchers and credit notes
4. Submit SST and validate e-Invoices
5. Perform bank reconciliation
6. Prepare quotations using our existing templates
7. Calculate salesperson commissions
8. Assist with daily accounting and administrative tasks
9. You will have the opportunity to learn from our professional accountant, who will provide guidance and support throughout your internship.
10. Our in-house accountant handles the full set of accounts and works closely with our external audit firm, giving you valuable exposure to the actual accounting process in a working environment.
11. This is a good opportunity for students who want to gain practical accounting experience and understand how accounting works in a real company.

Job Requirements and Qualifications :

1. Able to work independently

Benefits : -

Person-in-charge :

Name : Ms Loh
Contact No. : 010-831 3468
Email : ltmanpower.my@gmail.com

AGENSI PEKERJAAN LT MANPOWER
FOREIGN WORKER AGENCY

COMPANY PROFILE

ABOUT US关于我们

Agensi Pekerjaan LT Manpower Sdn Bhd is a licensed one-stop foreign worker agency dedicated to helping companies address manpower shortage issues in Malaysia.

Our team possesses in-depth expertise with Malaysia Labour Law & Ministry of Home Affairs regulations. This allows us to efficiently handle complex documentation and secure government approvals in the shortest time possible.

At **LT Manpower**, we maintain strong relationships with foreign agencies, giving us access to a large pool of workers primarily from Bangladesh, Nepal, Myanmar, as well as Vietnam, Indonesia, Thailand, and other countries. Our key sectors include:

- **Manufacturing**
- **Agriculture**
- **Construction**
- **Service**
- **Plantation**

For the past 10 years, we have supplied foreign workers to over 1,000 companies across Malaysia, with a focus on Johor, Malacca, Selangor, Pahang, and Penang.

As we continue to evolve, we actively stay up-to-date with the latest industry developments, including undertaking courses for **RBA** and **SMETA (Sedex)** compliance. This dedication to legal compliance provides assurance to our clients who rely on us for their foreign labor needs.

LT, in short for **"long term"**, signifies our commitment to building long-term relationships with our clients, which we aim to achieve through exceptional service that adds value and creates win-win outcomes.

Agensi Pekerjaan LT Manpower Sdn Bhd是一家持有执照的一站式外籍劳工中介机构，专门帮助公司解决马来西亚的劳动力短缺问题。

我们的团队精通马来西亚劳动法及内政部的相关法规，这使我们能够高效处理复杂的文件，并在最短时间内获得政府批准。

在 **LT Manpower**，我们与外国中介机构保持紧密关系，能够接触到大量来自孟加拉、尼泊尔、缅甸以及越南、印尼、泰国和其他国家的工人。我们的主要服务行业包括：

- 制造业
- 农业
- 建筑业
- 服务业
- 种植业

在过去的十年中，我们为马来西亚超过**1,000**家公司提供了外籍劳工，重点服务区域包括柔佛、马六甲、雪兰莪、彭亨和槟城。

随着公司的不断发展，我们积极跟进行业最新动态，包括参加**RBA**和**SMETA (Sedex)**合规课程。我们对法律合规的专注为依赖我们提供外籍劳工的客户提供了可靠的保障。

LT代表“长期”**(long term)**，体现了我们致力于与客户建立长期合作关系的承诺，我们力求通过优质服务创造双赢局面，从而实现这一目标。

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JTKSM 1269

JABATAN TENAGA KERJA SEMENANJUNG MALAYSIA
KEMENTERIAN SUMBER MANUSIA

AKTA AGENSI PEKERJAAN SWASTA 1981

LESEN C

AGENSI PEKERJAAN LT MANPOWER SDN. BHD.
202201043564 (1489261-U)

NO. 148A, JALAN IMPIAN EMAS 22, TAMAN IMPIAN EMAS
81300 SKUDAI, JOHOR

10 APRIL 2025

DATO' HAJI ABRI BIN ABRAHMAN
Ketua Pengarah Tenaga Kerja
Semenanjung Malaysia

Established: 2014
License Number: JTKSM1269C

OUR VISION 愿 景

To be a catalyst for Malaysia's economic advancement by supplying a skilled workforce that supports key sectors like manufacturing and export. We aspire to drive sustainable growth and development in Malaysia by ensuring a consistent and high-quality labour supply.

通过为制造业和出口等关键行业提供熟练劳动力，成为推动马来西亚经济进步的催化剂。我们希望通过确保持续、高质量的劳动力供应来推动马来西亚的可持续增长和发展。

OUR MISSION 使 命

To empower businesses across diverse industries by alleviating labour shortages and streamlining workforce management. By addressing these challenges, we help companies grow and succeed, contributing to overall economic growth in the country.

通过解决劳动力短缺问题并简化劳动力管理，帮助各行业的企业成长和成功，从而促进国家整体经济增长。

OUR SERVICES 我们的服务

Foreign Worker Recruitment 外籍劳工招聘

We supply foreign workers across all industries from various countries such as Bangladesh, Nepal, Myanmar, and others. We manage the entire recruitment process, including screening candidates to ensure a perfect fit for your needs. Additionally, we offer employers the option to conduct interviews locally by traveling to the source countries, or via online meetings. Leveraging our strong partnerships with foreign agencies and access to a large pool of candidates, we supply foreign workers who possess positive attitudes and align perfectly with clients' requirements and expectations.

我们为所有行业提供来自孟加拉、尼泊尔、缅甸等国的外籍劳工。我们管理整个招聘过程，包括筛选候选人以确保与客户需求的完美匹配。此外，我们还为雇主提供前往劳工来源国进行面试或通过在线会议面试的选项。凭借我们与外国中介机构的强大合作关系和大量候选人的储备，我们可以提供态度积极且符合客户要求的外籍劳工。

Foreign Worker Immigration Services 移民厅事务

LT Manpower provides comprehensive immigration services for foreign workers, managing everything from application to arrival. We handle applications with the Ministry of Human Resources, and Ministry of Home Affairs, facilitate airport clearance, and arrange transportation from the airport to the client's site. Other services include:

- **Work Permit Renewal**
- **Special Pass**
- **Check Out Memo (C.O.M)**
- **Expatriate Pass**

LT Manpower为外籍劳工提供全面的移民服务，包括从申请到入境的一切事项。我们负责向人力资源部和内政部提交申请，处理机场清关，并安排从机场到客户现场的交通。其他服务包括：

- **更新工作准证**
- **逾期逗留申请证**
- **离境备忘录 (C.O.M)**
- **专业人士准证**

Foreign Worker Management Services 外籍劳工管理服务

Upon the arrival of foreign workers, **LT Manpower** provides comprehensive support to ensure smooth ongoing operations with the following services:

Payroll and Financial Management: Handling payroll and financial matters for foreign workers.

Work Transportation: Managing reliable transportation to and from the workplace.

Medical Support: Providing medical escort services, with supervisors available to take workers to doctors, even during off-hours, if they fall ill.

Counselling Service: Providing support during worker disputes, strikes, or emotional issues, helping resolve conflicts and ensuring a smooth return to work to minimise operational disruptions.

外籍劳工抵达后，**LT Manpower**提供全面支持，确保运营顺利进行，服务包括：

薪资和财务管理：处理外籍劳工的薪资和财务事务。
工作交通：管理上下班的可靠交通服务。
医疗支持：提供医疗陪同服务，主管可以在非工作时间陪同生病的工人就医。
咨询服务：在工人纠纷、罢工或情绪问题发生时提供支持，帮助解决冲突，确保工人顺利回到工作岗位，以尽量减少对运营的干扰。

Foreign Worker Hostel Management 外籍劳工宿舍管理

LT Manpower offers comprehensive hostel management services, assisting clients with applying for and managing labour department-certified hostels under the Employment Act 446. We arrange suitable accommodation in compliance with labour laws and regulations, handle the setup of dormitories, and ensure that all facilities meet certification standards.

LT Manpower提供全面的宿舍管理服务，帮助客户申请和管理符合《就业法 446》要求的劳工部认证宿舍。我们安排符合劳工法令的住宿地点并且确保所有设施达到认证标准。

OUR SERVICES 我们的服务

Foreign Worker Recalibration 外籍劳工漂白计划

Recalibration is a government program designed to regularise undocumented or illegal immigrants in the country as foreign workers who can be legally employed by qualified employers. We work closely with both employers and workers to help the workers transition to compliant, legal employment, ensuring they meet all necessary requirements and regulations.

漂白计划是政府为无证或非法移民合法化而设立的项目，使其成为合格雇主可以合法雇佣的外籍劳工。我们与雇主和工人密切合作，帮助工人合法合规就业，确保他们满足所有必要要求和法规。

Local Worker Supply (Blue Collar) 本地工人供应（蓝领）

In addition to foreign workers, **LT** provides local workers across various industries, filling positions such as production operators and general workers. We help companies meet their need for local workforce placement while creating employment opportunities for Malaysian residents, particularly in regions like Sabah, Sarawak, Terengganu, and Pahang. Our commitment supports the growth of the national workforce and ensures businesses have access to reliable employees.

除了外籍劳工，**LT**还为各行业提供本地工人，填补如生产操作员和普通工人的职位空缺。我们帮助企业满足本地劳动力需求，同时为马来西亚居民，特别是沙巴、砂拉越、登嘉楼和彭亨等地区的居民创造就业机会。我们的承诺支持了国家劳动力的增长，并确保企业能够获得可靠的员工。

WHY CHOOSE LT MANPOWER?
为什么选择 LT MANPOWER?

We Are a Licensed Manpower Agency 我们是一家持牌劳工中介机构

LT Manpower is licensed by the Ministry of Human Resources with a C license, allowing us to provide local and foreign workers legally and transparently. You can verify our licensing status on the **JTK** website to ensure our legitimacy.

LT Manpower持有马来西亚人力资源部颁发的C级执照，允许我们合法且透明地提供本地和外籍劳工。您可以在**JTK**网站上验证我们的执照状态，以确保我们的合法性。

We Offer Competitive Rates 我们提供有竞争力的价格

Our longstanding relationships with foreign agencies build strong partnerships and trust, which helps us negotiate favorable terms. This advantage allows us to offer high-quality workers at rates lower than the market average.

我们与外国中介机构建立了长期合作关系和信任，这帮助我们在谈判中获得有利条件。这一优势使我们能够以低于市场平均水平的价格提供高质量的工人。

We Uphold the High Standards of Ethical Compliance 我们遵守高标准的道德合规

We understand that human rights and ethical practices are crucial. We have successfully completed the industrial code of conduct course set by **RBA** and **SMETA (Sedex)**, which involves stringent documentation and compliance requirements. Our ability to meet these standards ensures that we provide a foreign worker supply service that aligns with the highest ethical and regulatory expectations.

我们了解人权和道德实践至关重要。我们已成功完成了由**RBA**和**SMETA (Sedex)**设定的行业行为守则课程，涉及严格的文件和合规要求。我们能够达到这些标准，确保我们提供的外籍劳工供应服务符合最高的道德和监管期望。

AGENSI PEKERJAAN
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