



GS Paperboard & Packaging Sdn Bhd  
(A member of Oji Group)

**Current Vacancies**

No.	Position Title	No. of Vacancies
1	Assistant Manager Electrical Maintenance	1
2	Assistant Manager IR/ER	1
3	Production Executive	4
4	Mechanical Engineer	2
5	QC Executive	1
6	QA Engineer	1
7	Warehouse Executive	1
8	Purchasing Executive	1
9	Training Executive	1
10	Finance Executive	1
11	SAP System Analyst	1
12	HSE Executive	1
13	IT Executive	1

Job Description:

1. Assistant Manager Electrical Maintenance

- Oversee the daily maintenance, preventive maintenance, modification projects and trouble-shooting of field electrical components & equipment (for paper machine & etc)
- Lead a team of engineers and technicians in ensuring maintenance, daily operations and projects are effectively and efficiently carried out
- Identify and implement improvement maintenance in order to prolong the life span of equipment
- Responsible for reduce down time, maintenance cost and inventory cost for department

2. Assistant Manager IR/ER

- Responsible for the complete process flow of disciplinary action management including conducting domestic inquiry, counselling, etc.
- Liaises closely with external legal counsel on the preparation of Statement of Case, Statement of Reply, witnesses' statements, bundle of documents etc in respect of to any of labor or industrial disputes.
- Handles staff canteen, hostel, employees' facilities like sports equipment, etc.

- Handles grievance issues.
  - Plans and organizes the yearly employees' event and sports and recreation activities, including CSR programs
3. Production Executive
    - Monitor and control the production process
    - Achieve daily target output
    - Involve in improvement projects to ensure optimum use of utilities
    - Prepare necessary weekly, monthly and yearly technical reports
    - Manage a group of production technician
  4. Mechanical Engineer
    - Identify and implement preventive maintenance on equipment to prevent equipment failures/breakdown and minimize unplanned machine downtime
    - Attend and coordinate to fix or troubleshoot equipment failures /breakdowns in a minimal duration
    - Optimize spare part requirement so that the spare parts are available whenever the needs are arise with minimum inventory cost
    - Plan plant shut activities in order to minimize plant shutdown duration and labour cost
  5. QC Executive
    - Ensure product meet the quality specification & follow-up on quality issue
    - Ensure smooth operation in quality control & administration activities
    - Involve in external & internal audit activities
    - Perform proper ISO documentation system
    - Follow-up customer complaint and abnormal cases
  6. QA Engineer
    - Ensure incoming, ongoing, and outgoing product's quality (packaging product)
    - Handle customer complaints by searching for root cause and feedback countermeasure to customer
    - Involve in customer audit / management system audit
    - Assist to ensure proper documentation on quality related document
    - Visit customer place to provide technical support on quality issues
  7. Warehouse Executive
    - Ensure smooth storage and delivery of products in an efficient manner and in good condition to customer
    - To monitor and maintain FIFO system of finish products
    - Takes precautions to secure warehouse contents against loss

- Evaluates inventory and take part in company stock take activities (internal & external)
- Generates and prepares all reports needed by management (monthly transport cost, ageing, inventory report & etc.)

#### 8. Purchasing Executive

- Source for consumables, engineering and fabrication works
- Negotiation with suppliers on purchases of materials
- Identify and propose new suppliers for short-listing
- Placing orders and expediting deliveries with supplier on urgent basis
- Follow up on materials complaint with user and suppliers
- Monitor, evaluate supplier's delivery and performance

#### 9. Training Executive

- Assist in company internal & external training coordination and administration
- Responsible for registration, reimbursement and any issues related to HRDF
- Conduct company TNA to identify training required for employee
- Involve in company ISO matters including documentation, audit, training, and etc.
- Trainer for new employee orientation program

#### 10. Finance Executive

- To assist in full spectrum of accounting functions which includes financial accounting (AR & AP), management reports, stock count, matters related to Malaysian GST and etc.
- To monitor and carry out day to day activities related to credit collections, payments, claims, monthly bank and creditors reconciliations
- To ensure financial records are maintained in compliance with general accepted accounting policies, procedures and best practices
- To ensure all financial reporting deadlines are met

#### 11. SAP System Analyst

- Support all finance application and processes within SAP including General Ledger(GL), Account Payable(AP), Accounts Receivable(AR), Asset management(AA) and controlling (Internal order, cost center accounting and product cost planning).
- To design, configure, test, train and document elements of a business solution
- Provide consultation and support in SAP FICO module
- Conduct user requirement, analysis and discussion
- Conduct system application training
- Full cycle of SAP FICO project Implementation/Roll out

## 12. HSE Executive

- Plan, implement and review HSE activities within manufacturing plant to cultivate a safe and healthy environment
- Liaise with government agencies and other relevant authorities for compliance matters
- Create safety awareness to all employees and emphasize responsibilities of all employees towards safety
- Investigate all industrial accident, near misses, dangerous occurrence and occupational diseases for improvement initiatives.
- Plan, implement and review Emergency Response Program
- Prepare and conduct safety orientation, training and job site procedures
- Prepare HSE related reports (yearly, monthly, weekly, or daily) needed by management
- Assist in all audit activities (internal or external) toward company

## 13. IT Executive

- Assist in company system support (email, server, PC, Laptop & etc.)
- Assist for the planning, implementation and technical support in network and system solutions
- Assist in system, network maintenance & troubleshooting across company and subsidiaries
- Troubleshooting system and network problems and outages & scheduling upgrades