

PIAU KEE LIVE & FROZEN SEAFOODS SDN BHD

Piau Kee supplies the freshest seafood available to customers. The Piau Kee business has steadily prospered into a 2.0-acre facility in Cheras, Kuala Lumpur servicing the nationwide food industry.

Piau Kee strived to consistently give the best to customers, comprising of well-known 5 star hotels, airline caterers, fast food chains and famous restaurants.

<https://www.piaukee.com.my/>





PURCHASING INTERN

- Update information on supplier
- Update inventory
- Assist in sourcing & purchasing
- Comparative studies of different providers
- Negotiation with providers
- Follow-up of orders
- Other ad-hoc duties assign by superior



HUMAN RESOURCES INTERN

- Create thumbprint at Vigilance machine
- Create access card
- Prepare the uniform based on requisition form
- Improve on Filling system
- Other ad-hoc duties assign by superior

ACCOUNT INTERN

- Accounts data entries
- Update accounting system
- Preparing of payment to vendor
- Provide administration support
- Assist in day to day operations
- Other ad-hoc duties assign by superior





SALES & MARKETING INTERN

- Issue Invoice, P.O and D.O
- Filing and any other general sales support from time to time
- Assist in marketing and advertising promotional activities
- Create new and innovation ideas to brand the company image
- Other ad-hoc duties assign by superior or management

**WE ARE
LOOKING FOR**

Requirements

- Malaysian citizen
- Required language(s): Mandarin and/or English
- Diploma/Degree in related field
- Required skill(s): Good communication skill, problem-solving skill, attention to detail
- Proficient in creating documents and spreadsheets (MS Word, Excel, PowerPoint)
- Only shortlisted candidates will be notified.



JACY

Human Resources Department

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