

2017

JOB VACANCY



Job Vacancies MENTA 2017

MENTA LAND SDN BHD

1/DEC/2017

MENTA LAND SDN BHD

2, Jalan 1/128, Taman Gembira, 58200 Kuala Lumpur.

11/29/2017

Sales & Sales Administration Executive

Key Responsibilities/ Accountabilities:

- Initiate and follow-up the sales process from initial contact phase to closure.
- Handle day to day sales administration and credit control functions covering loan application, SPA signing, billings, reminders, loan documents and all others documentation related to sales of property.
- To ensure all sales administration functions are carried out in accordance to the standard procedures and requirements in compliance to the Housing Development Act.
- Develop and maintain productive business relationship with all prospects, partners, and clients, not limited to attending and responding to customer complaints, correspondence mail and phone enquiries professionally and timely.
- Work closely with the marketing team to develop sales collateral for target market.
- Plan an effective sales targeting approach to the assigned sales territory.
- Suggests and implements business strategy relative to sales.
- Perform other tasks as assigned by Management from time to time.

Job Specification – Qualifications, Knowledge and Experience:

- Possess at least Diploma/Degree in Marketing/Business related studies or equivalent
- Computer literate and competent in Microsoft Office and knowledge of IFCA.Net System and Housing Development Act (HDA) will be an added advantage.
- Senior Executive for candidate(s) with min 3 to 4 years of relevant working experience.
- Pleasant disposition with excellent presentation with strong persuasive power and result and customer oriented. Able to work independently and in a team.
- Proven to be ability to work under pressure, and proactive.
- Proficient in English (written & spoken) and able to converse well in any Chinese dialects, and Bahasa Malaysia. Priority will be given to trilingual candidates.
- Willing to work on flexible time.

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Accounts & Finance Executive**Key Responsibilities/ Accountabilities:**

- To prepare full sets of accounts and group consolidations for developer and investment holding company.
- To prepare monthly project rolling cash flows and assisting Senior Manager in annual cash flow budget.
- Involved in various ad-hoc reports such as financial analysis, tracking for feasibility study report, monitoring for receivables ageing.
- To supervise the team on daily accounting functions and to ensure effective internal control system is implemented.
- Able to liaise effectively with tax agent, external auditors, tax authority, bankers and Management.

Job Specification – Qualifications, Knowledge and Experience:

- At least 3 – 5 years working experience in property development.
- Bachelor Degree in Accountancy, partial professional qualification would also be considered.
- Mature with excellent analytical, numeric and reasoning skills with ability to organize and plan work with its team of staff to deliver results.
- Good knowledge in GST, Taxation and Financial Reporting Standards.
- Experience in rolling out of IFCA for Property and Finance module.

Interested candidates please send your resume stating your current job responsibility, present and expected salary, contact number together with a passport sized photograph to Human Resource Department.

MENTA LAND SDN BHD
No. 2 Jalan 1/128, Taman Gembira
Off Jalan Klang Lama, 58200 Kuala Lumpur
Email: bgtan@menta.com.my
Tel : 03-7983 7399 Faks : 03-7981 8813

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