

VACANCY BULLETIN

PSDC (PENANG SKILLS DEVELOPMENT CENTRE) was established in 1989 and is the first tripartite, industry-led skills training and education centre in Malaysia. Since its inception, the PSDC has grown phenomenally to become the premier learning institution in the country, dedicated to meet the immediate human resource needs of the business community and to support and strengthen business requirements. It has attained both national and international recognition as a truly successful example of shared learning and a model institution for human resource development to be emulated within and beyond Malaysia. We are currently seeking suitable candidates to join our organization in the following position:

Security Guard

Responsibilities:

Safety and Security

- Ensure and protect the property of PSDC at all time against theft and pilferages by intruders and employees
- Ensure that regulations of PSDC affecting the security of its property are carried out
- Ensure all firefighting equipment are kept within visibility and in designated locations.
- Ensure and monitor the any damage to perimeter fencing, doors, locks, PSDC premises are record, informed immediately and action taken accordance with policies, standards and guidelines established by PSDC.
- Receive and issue keys to authorized persons and record the withdrawal in relevant recording book.
- Regulate movement of traffic, to organize and control parking of vehicles.

Coordination

- Coordinate/ensure all customers/visitors are courteously, politely received, assisted and directed in a manner that reflects PSDC image

Miscellaneous

- Any other areas of duty, coordination and assistant whether by own initiative or directive for the purpose of providing conducive training environment, improving the training capability of PSDC and meeting customer requirement
- Undertake additional responsibility where and when deemed appropriate by the management or immediate supervisor

Requirements:

- Must be Malaysian citizen above 45 year-old
- Minimum SRP or SPM with 1 or 2 years of working experience in relevant field
- Full-time position and required to work on 3 shifts
- Required languages : Malay and English

Interested candidates are invited to apply online or write-in with a full resume stating qualifications, contact number, working experience, and expected salary together with a recent passport-sized photograph to jayanthi@psdc.org.my or to the following address:



PSDC (Penang Skills Development Centre)

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Tel: 04-643 7909
Contact Person: **Jayanthi Ramachandran**