

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:

Administration Assistant (Corporate Training)

Responsibilities:

- Collecting, screening and processing all HRDF documents before online submission
- Key-in participants and companies details into HRDF online portal
- Issue HRDF attendance and evaluation for each trainee and each Centre of Excellence in Technology (CoET)
- Keep track of all HRDF documents for verification visit and claim purposes
- Coordination of training classes and materials
- To be on-standby during weekends in case of any issue arise

Requirements:

- Must be Malaysian citizen
- Candidate must possess a minimum Certificate or Diploma in Business Administration or equivalent
- Good command in English and Bahasa Melayu.
- Possess own transport
- Willing to work during weekends
- Contract position available

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)

1, Jalan Sultan Azlan Shah
Bandar Bayan Baru
11900 Bayan Lepas, Penang
Tel: 04-643 7909

Contact Person: **Jayanthi Ramachandran**