

M.E.I. Consultants Sdn. Bhd. (367747U)

Draftsperson / Drafter

COMPANY OVERVIEW

M.E.I. was established in 1988 and is providing project management and engineering consultancy services in the fields of civil, structural, process, piping, instrumentation, mechanical, electrical, chemical and industrial engineering. In line with our expansion programme, we have vacancy for the following position

JOB DESCRIPTION

- Candidate must possess at least Diploma in Engineering (Civil), Engineering (Electrical/Electronic), Engineering (Mechanical) or equivalent
- At least 1 Year(s) of working experience in the related field is required for this position
- Required Skill(s) : AutoCAD, Autodesk Revit
- Applicant without above academic qualifications but relevant years of experience are also encouraged to apply

Highly Desirable for :

- Good knowledge and hands-on experience in AutoCAD, Autodesk Revit, Sketch Up, BIM (3D Modelling) is an added advantage
- Possess strong interpersonal, communications skills and **MUST** be able to meet demanding work schedule
- **Based in Penang** and willing to travel and handle site assignments
- **Applicants must be Malaysia citizen**

WORK LOCATION

Level 20, BHL Tower, 51 Jalan Sultan Ahmad Shah,
10050 Penang, Malaysia.

WORKING HOURS

Regular Hours, Mondays - Fridays

REGISTRATION NO.

367737U

DRESS CODE

Formal (e.g. Shirts + Ties)

COMPANY SIZE

51-200 Employees

SPOKEN LANGUAGE

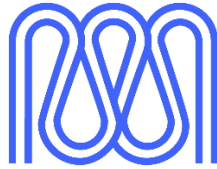
English & Bahasa Malaysia

BENEFITS

Medical, Insurance (subject to validity), Travelling Allowance (certain group of people)

WHY JOIN US?

- We provide opportunities for career advancement within the company
- Outstanding career advancement opportunities await our staff
- We have a proven track record on increased profitability
- Good working environment
- We have dynamic personnel who are creative and who are constantly raising the bar



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Engineer

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JOB DESCRIPTION

- Candidate must possess at least Bachelor's Degree/Post Graduate Diploma/Professional Degree, Master's Degree in Engineering (Civil), Engineering (Mechanical) or equivalent.
- At least 1 Year(s) of working experience in the related field is required for this position.
- Preferably Junior Executive specialized in Engineering - Civil/Construction/Structural/Mechanical or equivalent
- Fresh graduates with good academic results are encouraged to apply.
- Knowledge of AutoCAD/Autodesk Revit is an added advantage.
- Possess strong interpersonal, communication skills and MUST be able to meet demanding work schedules,
- Based in Penang and willing to travel and handle site assignments.
- Self-motivate and responsible.
- Applicants must be Malaysian citizen.

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M.E.I. Consultants Sdn. Bhd. (367747U)

Account Executive

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JOB DESCRIPTION

- Able to handle full set of accounts and ensure deadlines are met.
- Prepare monthly management report and sub-group consolidation accounts.
- Prepare quarterly tax estimates and handle yearly tax submission.
- Drafting annual financial statements.
- Maintain accurate and timely accounting records according to the accounting standard, taxation and SST requirement and ensure compliance.
- Assist in updating monthly/quarterly rolling forecast.
- Liaise with banker, tax agent, company secretary and auditors.
- Perform other ad-hoc assignment as and when required.

JOB REQUIREMENT

- Candidate must possess at least Bachelor's Degree in Finance/Accountancy/Banking or equivalent.
- 3 - 5 Year(s) of working experience in the related field is required for this position.
- Required Skill(s) : SQL, Microsoft Office.
- Preferably Junior Executive specialized in Finance - General/Cost Accounting or equivalent.
- Pleasant personally with good working attitude.
- Applicants must be Malaysian citizen.

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M.E.I. Consultants Sdn. Bhd. (367747U)

IT Executive

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JOB DESCRIPTION

- Update regularly Web Pages with new product.
- Consistently monitor system resources and database usage.
- Proactively address potential issues such as performance degradation, reliability and security breach.
- Configure and put in place system resources and database health checks using monitoring tools and alerts.
- Meet organizational user's needs by strategic IT planning and implementation of IT best practice to support the business.
- Develop IT protocols and rules and regulations to ensure user compliance.
- Provide technical support, data security, disaster recovery and overall risk.
- Identify alternatives for optimizing computer resources and support process with dedicated software tools.
- Network maintenance.
- Audit and spot check on illegal software license usage within company.
- Any IT related matters.
- General assignments delegated by the Company which deems fit for your career advancement.

JOB REQUIREMENT

- Candidate must possess at least Diploma in Computer Science/Network/Information technology or equivalent.
- At least 1 Year of working experience in the related field is required for this position.
- Must have strong self-disciplinary and work ethnics.
- Good analysis and troubleshooting skills.
- Must be able to standby during off days in case of emergency.
- Able to plan, schedule and monitor work activities in order to meet timeline and quality targets.
- Fresh graduates are encourage to apply.
- Applicants must be Malaysian citizens.

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