



K-One Technology Bhd. and its subsidiaries, jointly known as the K-One Group, is a technology solutions provider listed on Bursa Malaysia. It is driven by 2 key businesses; ODM/OEM of IoT products, surveillance gadgets, consumer electronic lifestyle products, healthcare devices, industrial products and automotive aggregates for multinationals worldwide and the provision of cloud computing solutions. In view of our expansion, we are seeking a suitably qualified candidate to fill the following position:

Executive Manager (Chairman/CEO's Office) (Location – Petaling Jaya)

Responsibilities:

- Executive Support
 - ❖ To assist on strategic and tactical plans implementation.
 - ❖ To work on special projects to be assigned from time to time.
- Human Resource (HR) Support
 - ❖ To talent search, review and hire strategic positions.
 - ❖ To manage, co-ordinate and work with authorities and customers on HR and related compliances.
- Board Support & Liaison
 - ❖ To assist in the organizing of Board, Committee and General/Extra-General Meetings.
 - ❖ To attend to investors queries and co-ordinate investor relations programs.
- Management Liaison
 - ❖ To co-ordinate in setting goals/budgets.
 - ❖ To follow up with key staff on action plans in meeting goals/budgets.

Requirements:

- Degree in any discipline. However, candidates with HR or Finance or company secretarial qualifications would have an added advantage.
- At least 5 years experience in people (HR) management or finance or company secretarial functions.
- Highly computer literate.
- Able to work independently and in a team.
- Mobile and able to travel.

Interested candidates are invited to apply online or write-in with your detailed resume stating personal particulars, qualifications, employment history, current and expected salaries, contact no. and passport-sized photo (n.r.) to:

The People Specialist
K-One Group
66 & 68 Jalan SS 22/21
Damansara Jaya
47400 Petaling Jaya
E-mail: hr@k-one.com

For more information, please visit us at: www.k-one.com