

German-Malaysian Institute (GMI) is an advanced training centre for high technology applications established in 1992 as a joint venture project between the Governments of Malaysia and Germany. The objective of GMI is to qualify highly skilled and competent workforce in modern technology for the Malaysian Industry.

In line with our business expansion and growth plan, we are seeking highly qualified candidates to take up the following position:

OFFICERS

Requirements:

- Possess Degree in Business, Marketing, International Business, Finance, Information Technology, Computer Science, Education or other related fields
- Minimum 2 years of working experience in related field preferably in the educational institute
- Computer literate and able to operate application software
- Excellent written and spoken English language
- Excellent organizational and time management skills
- Flexibility and ability to handle a range of responsibilities
- Strong motivation, high energy and ability to work independently or within a team
- Able to work independently with minimum supervision
- A dynamic team player

IF YOU ARE INTERESTED

Please submit your resume indicating your current correspondence address and telephone numbers, a passport size photo (N.R.), working experience, qualifications and expected salary to:

THE HEAD OF SECTION
Human Capital Management (HCM)
Level 2, Administration Block
German-Malaysian Institute
Jalan Ilmiah, Taman Universiti
43000 Kajang, Selangor Darul Ehsan

Your application should reach us by **26th MARCH 2015**. Please write the position applied on the top left hand corner of your envelope. We will notify shortlisted candidates for an interview session.