

SOOI KEONG'S GROUP

We are an established Company specializing in supplying frozen seafood industry and we also involved in business of seafood restaurant.

We are looking for a workmate with a passion, who want to have an impact and don't mind getting their hands dirty. If this is you, don't delay - make sure you jump on this rare opportunity now. With a career under SooiKeong Group, you'll enjoy the freedom to grow as far as your talent and ambition can take you. We inspire people – to do more, to learn more, to be more and to pursue professional fulfilment whereby countless opportunities is there for you to explore.

COMPANY GROUP RECRUITMENT



1. **Admin Assistant**
(based in The Summit USJ
Or Klang Parade Mall)
2. **Assistant Manager**
(副经理)
3. **Captain (部长)**
4. **Cashier (收银员)**
5. **Waiter / Waitress**
(男/招待员)
6. **Cook (锅)**
7. **Cutter (占板)**
8. **ChiPui (支配)**
9. **Tar Ho (打荷)**



1. **Accounts Executive**
(based at HQ, Cheras)
2. **Marketing Executive**
(based at HQ, Cheras)
3. **Sales Executive**
(based at HQ, Cheras)
4. **Maintenance Supervisor**
(based at HQ, Cheras)
5. **Maintenance Assistant/
Technician**
(based at HQ, Cheras)
6. **Lorry Driver**
(based at HQ, Cheras)



1. **Operations Retail Executive**
(零售业务执行员) – VISIT ALL
OUTLETS
2. **Retail Supervisor/ Training
Supervisor**
(零售主管/ 培训零售主管)
(based at Bandar
PuteriPuchong, SS2 PJ,
Taman Midah,Prima
SetapakOutlet)
3. **Cashier cum Retail Assistant**
(收银兼零售助理)
(based at Bandar
PuteriPuchong, SS2 PJ,
Taman OUG, Taman Midah,
Kepong Baru or Bandar
Sungai Long Outlet)
4. **Delivery Driver**
(送货司机) –VISIT ALL OUTLETS

For position 2-9 in Dynasty Dragon Holding, interested candidates are invited to contact

- i) **USJ outlet – Ms Helen** for further details at **012-5257950 / 03-8024 9620/ 6620 / 4620**
- ii) **IOI Puchong outlet – Ms Yoke** for further details at **012-525 7853 / 03-8075 0326 / 0327 / 0328**
- iii) **Klang Parade outlet – Ms Elaine** for further details at **012-5256986 / 03-3344 7386 / 7387 / 7389**
- iv) **Balakong outlet - Ms Amy** for further details at **012-986 8622/ 03-9081 9373**
- v) **Atria Mall Damansara outlet – Ms Winnie** for further details at **012-5253269 / 03-7733 0242/1242/9242**
- vi) **Brem Mall outlet – Ms Ann** for further details at **012-6206860 / 03-6258 5848/ 6848 / 3418**
- vii) **Golden Ampang – Ms Candy** for further details at **012-5255316 / 03-4280 5666**

Interested candidates are invited to submit their resume with a recent passport-sized photograph and email to recruitment@dynastydragon.com.my or contact us for further details on the vacancy available at **03-4291 6812 or 012-3219861 or 012-321 7686**



皇龍飲食集團有限公司
DYNASTY DRAGON
HOLDINGS SDN BHD

Dynasty Dragon Holdings SdnBhd incorporated in 2009, is the holding company of Dynasty Dragon seafood Restaurant. The Director is committed to set an "Open Kitchen Concept" in all the restaurants and implemented the menu with prices of dishes listed in it, to provide a transparent environment for our patrons.

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ADMIN ASSISTANT **(based at The Summit USJ or Klang Parade Mall)**

Responsibilities

- Update daily sales and tally with Pointsoft system.
- Update collection and agreed to Pointsoft system.
- Update deposit control listing must agree to Official Receipt and Pointsoft system.
- Email sales report, deposit control listing and wedding info.
- Update number of wedding tables.
- Checking cash bill.
- Update all type of order number to find out any missing number and mark down mistake accordingly.
- **ACCOUNTING SYSTEM**
 - a) Generate debit note for City Ledger.
 - b) Key in bank in slip.
 - c) Reconcile and key in collection of credit card. (Klang Parade)
 - d) Key in daily sales transaction and known off.
 - e) Update purchases Invoice and Credit note.
 - f) Key in petty cash transaction after received cheque from HQ (included Journal & Cash Purchases)
 - g) Summarized petty cash for issuing cheque, must be submitted to HQ latest by Wednesday
 - h) Update unpaid invoice
- Ordering and Receipts of goods.
- Print out and send invoice of city ledger account.
- Physical stock count.
- Stock report and update stock adjustment to "Accounting System".
- Reconcile supplier statement.
- Preparing Restaurant Menu.
- Ad hoc assignments.

Requirements

- Candidates must possess at least a SPM or equivalent;
- Possess relevant working experience in similar industry will be an added advantage;
- Computer literate with good knowledge of Microsoft Office;
- Able to start work immediately will be an added advantage;
- Preferably Chinese candidates due to nature business.

We offer successful candidates an attractive remuneration package, which includes:-

- Yearly Performance Bonus
- Staff purchase discount & vouchers
- Company overseas trip
- Group Insurance Coverage
- Medical Benefit

* Remuneration package will commensurate with qualification and experience.

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ACCOUNTSEXECUTIVE **(basedat HQ, Cheras)**

Responsibilities

- To handle partial accounts and other reports of the company;
- To assist in audit and preparation of supporting schedule;
- To issue cheques, bank reconciliation and journal voucher;
- To prepare D/O, invoice, monthly Company expenses and inter-billing for Companies;
- To provide assistance and administration support in monthly management reporting and closing of month-end accounts;
- To perform any other assignments given by the immediate superior.

Requirements

- Candidates must possess at least a Certificate in LCCI or SPM or equivalent;
- Possess relevant working experience in similar industry will be an added advantage;
- Computer literate with good knowledge of Microsoft Office;
- Able to start work immediately will be an added advantage;
- Preferably Chinese candidates due to nature business.

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MARKETING EXECUTIVE **(based at HQ, Cheras)**

Responsibilities

- Working closely with the Chef and Restaurant Manager to determine menu plans on a regular basis, for special events or occasions or for groups or parties;
- Market brand name, new products & services that relevant to the company's existing products or new products;
- Handling for Design, Advertising and Promotion of Company and season promotion;
- Promote sales, marketing and promotion plans and activities for the restaurant;
- Handling customer's inquiries and other matters related to Sales/Marketing;
- Involve in event or exhibition;
- Update and maintain the corporate web site;
- Monitor customer relationship management (CRM) system; and
- Preparation of Business Plan Annually.
- Software Skill: Illustrator, Adobe and etc

Requirements

- Resourceful and able to work independently.
- Creative, initiate and develop new markets plans or idea.
- Minimum 3 years experience in sales and marketing in the hotel/ hospitality industry (preferable) and/or related fields .
- Independent, resourceful and able to communicate at all levels of business.
- Required language(s): **Chinese**, English.
- Possess own transport.
- Applicants must be willing to work in Taman CherasUtama.

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SALES EXECUTIVE **(based at HQ, Cheras)**

Responsibilities

- Achieve sales target-develop personal sales strategies and programs to achieve personal revenue and profitability objectives.
- Develop and maintain a strong and long term working relationship with customers.
- To identify, explore and develop new business opportunities.
- Ability to assess the market demands and deploy appropriate marketing strategy to ensure individual and company sales target are achieved.
- Individuals will need to be well-organized and to generate and follow up on sales leads.
- Visit potential customers for new business.
- Provide appropriate service to customers, such as answering product enquiries and receiving orders.

Requirements

- Candidate must possess at least a Professional Certificate, Diploma, Advanced/Higher/Graduate Diploma, Business Studies/Administration/Management, Marketing or equivalent.
- At least 2 year(s) of working experience in the related field is required for this position.
- Full-Time position(s) available.
- Possess own transport.
- **PREFERABLY CHINESE CANDIDATES DUE TO NATURE BUSINESS.**
-

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|--------------------------------------|----------------------------|
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MAINTENANCE SUPERVISOR **(based at HQ, Cheras)**

Responsibilities

- Supervise the building maintenance team.
- Supervising electrical, plumbing, air-cond system and etc.
- Trouble shoots the electrical, plumbing and air cond system of the building.
- Handle Building Maintenance System (BAS).
- Check and supervise the building defect.
- Ensuring the proper working of all electrical units and systems in the facility.
- Leading a team of subordinates and delegating work areas to them.
- Organize maintenance daily schedule.
- Reviews the operation of outlet equipment and systems constantly, to minimize unplanned downtime, anticipate solve problems in timely manner, and to identify opportunities for improvement.
- Prepares reports, analyzes data, and makes recommendations for improving outlet repairing and solving maintenance related problems.
- Initiates and carries out projects that improve efficiency and / or reduce operating costs.

Requirements

- Candidate must possess at least a Professional Certificate, Engineering (Mechanical or Electrical) or equivalent.
- At least 3-5 year(s) of working experience in the related field.
- Green Building Operation experience will add advantage.
- Must have proven record of successful troubleshooting and preventative maintenance.
- Ability to do cost savings and improvement projects.
- Have good computer skills, i.e.: Word, Excel and Power Point.
- Applicants must be willing to travel outstation and willing to standby during off office hours.

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We are an established Company specializing in supplying frozen seafood and fresh pork industry. YSK FreshmartSdnBhd incorporate in year 2005 and are expanding aggressively whereby we had 14 existing outlets within Kuala Lumpur and Selangor area till present and we are still observing for ideal location to be expand to hit our corporate's mission. Hence, we are looking for workmate with a passion and don't mind getting their hand dirty.

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OPERATIONS RETAIL EXECUTIVE **(VISIT ALL OUTLETS)**

Responsibilities

- Develop and execute retail door development plan.
- To identify new store opening opportunities.
- Elevate team by providing guidance, regular coaching and motivate our retail staff on selling skills, visual standards, product feature and benefits, loyalty program to enhance the unique shopping experience.
- Control and manage the level of in store inventory, new products, visual merchandizing, collateral materials, store cleanliness and customer complaints and returns.
- Execute and maintain all visual presentations, fixture plans, space plans and promotional strategies on the selling floors in support of corporate retail strategies.
- Prepare weekly sales reports, comparing with budget and provide competitive analysis of the retail market. Attend weekly retail cum merchandising meetings to resolve retail needs and take immediate follow up actions.

Requirements

- Possess good interpersonal and communication skills;
- Possess relevant working experience in similar industry will be an added advantage;
- Pleasant personality, self-motivated, able to work independently with minimum supervision and committed to work;
- Willing to travel to all outlets.
- Able to start work immediately will be an added advantage;
- Preferably Chinese candidates due to nature business

We offer successful candidates an attractive remuneration package, which includes:-

- | | |
|--------------------------------------|----------------------------|
| • Accommodation provided | • Training provided |
| • Yearly Performance Bonus | • Group Insurance Coverage |
| • Staff purchase discount & vouchers | • Medical Benefit |
| • Company overseas trip | |

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RETAIL SUPERVISOR / TRAINING SUPERVISOR

**(Based at Bandar PuteriPuchong, SS2 PJ,
Taman Midah, Prima Setapak Outlet)**

Responsibilities

- Person in charge to monitor the operation for the outlet;
- To monitor the inventory control like storekeeping, stock replenish, stock expiry, stock return and etc;
- To monitor and train any new joined Retail Assistants or Cashier;
- To liaise with HQ departmental head for any related matters;
- To ensure the cleanliness of the outlet;
- To build up relations with existing and potential customer(s) (walk in customer or dealer);
- To attend customer's enquiries and perform sales;
- To monitor and train any new joined Retail Assistants or Cashier;
- To ensure the cleanliness of the outlet;
- To perform any other duties that may be assigned by superior from time to time.

Requirements

- Possess good interpersonal and communication skills;
- Possess relevant working experience in similar industry will be an added advantage;
- Pleasant personality, self-motivated, able to work independently with minimum supervision and committed to work;
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CASHIER cum RETAIL ASSISTANT
(Based at Bandar Puteri Puchong, SS2 PJ, Taman OUG,
Taman Midah, Kepong Baru, or Bandar Sungai Long Outlet)

Responsibilities

- To attend to customer's enquiries and perform sales;
- To assist Retail Supervisor in any matters related to the operation;
- To assist in Stock replenish;
- To assist in inventory control;
- To assist in Cashiering;
- To perform any other duties that may be assigned by superior from time to time.

Requirements

- Possess good interpersonal and communication skills;
- Possess relevant working experience in similar industry will be an added advantage;
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