



Jati Tinggi Holding Sdn Bhd 嘉帝有限公司 is a diversified group with business interests in Power Cable & Infrastructure Construction.

Our Vision - To Be The Top Player in Infrastructure Industry in Malaysia.

Our Mission - Building & Connecting A Better Future!

Building:

- Building Infrastructure and human characters.

Connecting:

- Connecting the facilities to all areas;
- Employee connecting each others with love and care;

Better Future:

- Bring convenience and comfort to mankind;
- Material and spiritual happiness for employee.

Additional Company Information

Registration No.

622748-W

Telephone No.

03-9011 9998

Company Size

51 - 200 Employees

Industry

Construction/Building/Engineering

Benefits

Medical, Miscellaneous allowance, Parking, Insurance, etc...

Specific Location

No 23 & 25, Jalan Temenggung 13/9, Bandar Mahkota Cheras, Seksyen 9, 43200 Cheras, Selangor

Why Join Us

We practise a vibrant & energetic office culture.

We cultivate a learning culture within the company to improve each of our staff's knowledge, and

We provide equal opportunities for career advancement within the company.

Photo



New Office



New Office Lobby



Team Building 2017



Monthly Birthday Celebration



MD's Birthday Celebration 2018



Christmas Gift Exchange 2017



Office Cafeteria and Discussion Area



Office Meeting

HR Intern

We are looking for an HR Intern to perform various administrative tasks and support our HR department's daily activities.

HR Intern responsibilities include updating our employee records with new hire information, screening resumes and scheduling interviews. If you're interested in kickstarting your career in HR and getting a closer look of how our company approaches payroll, recruiting and employee development, we'd like to meet you.

Ultimately, you will assist in organizing and coordinating our HR policies and procedures.

Responsibilities

- Update internal databases with new employee information, including contact details and employment forms
- Screen resumes and application forms
- Schedule and confirm interviews with candidates
- Participate in organizing company events and careers days

Requirements

- Experience as a Assistant or similar junior HR role is a plus
- Experience with MS Office
- Good understanding of full-cycle recruiting
- Basic knowledge of labor legislation
- Organizational skills

The Characteristic of candidate that we are looking for:

- - Hard-working
- - Intelligent but humble
- - Trying hard to learn & always seek for improvement
- - Open in communication
- - Detailed oriented
- - Responsible
- - Problem solver
- - Responsible and committed in the work
- - Organized and detailed in tracking progress and quality of work, and
- - Willing to work late (occasionally).

Engineering Intern

Assist in the development and implementation of clear, complete and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes, according to specified dimensions using computer and specially designed software.

Responsibilities: include the following. Other duties may be assigned.

- Perform basic product design modifications.
- Perform engineering change processes as necessary to support existing products.
- Generate and scan prints.
- Ability to perform mechanical design calculations.
- Test prototypes and standard products and write reports to document the results.
- Categorize a wide arrangement of existing parts.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
- Continue to grow lean knowledge and use the tools to identify and assist with continuous improvement.
- Comply with safety regulations and maintain clean and orderly work areas. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Requirements:

- Computer Skills: To perform this job successfully, an individual should have a good working knowledge of 3D CAD and Microsoft Office.
- Ability to work with multiple functions to coordinate the flow of information.
- Strong verbal and written communication skills.
- Ability to communicate engineering requirements.
- Accuracy, thoroughness and timeliness.
- Ability to provide support and assistance to co-workers as appropriate.
- Professional Certificate, Diploma/Advanced/Higher/Graduate Diploma

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