



Position : Executive, Human Resource

The Malaysian Timber Council (MTC) was established in January 1992 to promote the development and growth of the Malaysian timber industry. MTC was formed on the initiative of the timber industry and governed by a Board of Trustees, whose members are appointed by the Minister of Plantation Industries & Commodities.

Location : Cheras, Kuala Lumpur

Our objectives are:

- **To promote** the Malaysian timber trade and develop the market for Malaysian timber products globally;
- **To develop** the timber industry by expanding the industry's manufacturing technology base and value-adding its production line;
- **To augment** the supply of raw materials for the timber-processing industry;
- **To provide** information services to the timber industry;
- **To enhance** the global credibility of the Malaysian timber industry.

Key Responsibilities:

- Performance and Management – deliver performance management programmes that drive a high-performance culture.
- Recruitment and Selection – manage the recruitment and selection process including interviewing and assessment procedures.
- Learning and Development – develop, implement, and monitor effectiveness of training programmes.
- Human Resources Policy – develop, implement, and maintain human resources policies across the organization.
- Reporting and management of human resources metrics – produces reports on key metrics, including performance management, remuneration and benefits, absenteeism, and turnover.
- IR – support the management of disciplinary and grievance issues
- Other daily and *ad hoc* duties, tasks and/or assignments given as and when necessary.

Requirements:

- A Bachelor's Degree in HRM, Behavioral and Social Sciences or equivalent with excellent academic credentials is essential.
- A minimum of 3 – 5 years of working experience in relevant field.

- Competent user of web-based HR management & payroll software system, e.g., SAP, UBS, etc and Microsoft Office software, e.g., Outlook, Powerpoint, Excel, etc.
- Good administration skills, ability to work accurately with minimal supervision, attention to detail and good analytical skills.
- Able to work in a team.
- Excellent interpersonal and communicational skills (both written and verbal).
- Must be fluent in English and Bahasa Malaysia.
- Contract/Full-time position available.

Interested candidates are invited to write-in, with a comprehensive resume, stating details of personal particulars, academic (result transcript), work experience, current and expected salary, mobile number, and a passport-sized photograph by **10 January 2021** or address documents to:

Manager, Human Resource
MALAYSIAN TIMBER COUNCIL
18th Floor, Menara PGRM, Tower 1,
Jalan Pudu Ulu, Cheras
56100, Kuala Lumpur

or e-mail to recruitment@mtc.com.my or contact us at **03-9281 1999**



Position : Executive, Internal Audit

The Malaysian Timber Council (MTC) was established in January 1992 to promote the development and growth of the Malaysian timber industry. MTC was formed on the initiative of the timber industry and governed by a Board of Trustees, whose members are appointed by the Minister of Plantation Industries & Commodities.

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Key Responsibilities:

- Assist in conducting risk assessments and identifying relevant controls that need to be in place to manage and mitigate identified risks.
- Execute audits to verify that controls are operating through testing and interviewing techniques.
- Analyse effectiveness and efficiency of control environment and make appropriate recommendations to Internal Audit management.
- Identify control gaps and opportunities for improvement.
- Document the results of audit work in accordance with the Institute of Internal Auditors (IIA) Malaysia standards and/or international best practices.
- Prepare timely audit reports for review and approval by Internal Audit Management.
- Assess and evaluate compliance to internal policies as part of the audit process.
- Contribute, as appropriate, in the year-end financial audit with the external auditor.
- Participate in discussions on internal control and enhance internal audit standards and practices within the Council.

Requirements:

- Degree in Accounting or Finance.
- Certified Internal Auditor (CIA) designation is preferred and CA/CMA/CGA

designation is highly desirable.

- Minimum 3 to 5 years of related working experience.
- Good knowledge of business operations and risk-based auditing attained through 3 to 5 years of progressive work experience with a focus on financial risk and regulatory requirements.
- Excellent understanding of standards.
- Must be fluent in English and Bahasa Malaysia
- Contract/Full-time position available

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Position : Market Analyst

The Malaysian Timber Council (MTC) was established in January 1992 to promote the development and growth of the Malaysian timber industry. MTC was formed on the initiative of the timber industry and governed by a Board of Trustees, whose members are appointed by the Minister of Plantation Industries & Commodities.

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Position Summary

Responsible for the collection and analysis of market data, competitive intelligence, market trends and segmentation. The position will also support the Director of Strategic Planning in monitoring and analysing issues and developments pertaining to the global and national economy, international timber trade as well as national and industrial policies relevant to the timber industry.

Key Responsibilities:

- Obtain, gather, analyse market data, and extract and define relevant segments; interpret data for the purpose of benchmarking and forecasting industry performance.
- Monitor industry statistics and follow trends in trade literature.
- Collect and analyse data regarding market preferences, demographics, distribution channels, buying habits and needs to identify market potential and factors influencing product(s) demand.
- Devise and evaluate methods and procedures for collecting data (such as surveys, opinion polls, or questionnaires).
- Identify, track and forecast market trends, analyse in detail the data collected to provide the Director of Strategic Planning and management team with industry competitive analysis through understandable tables, graphs, and written reports that include concise and actionable recommendations.

- Remain fully informed on market trends, other parties researches and implement best practices.
- Attend meetings, seminars, conferences, workshops and other events related to the functions of the Division.
- Carry out any assignments that may be given from time to time by the Management of MTC

Requirements:

- Bachelor's Degree in Economics, Marketing, Market Research, Econometrics, Business Studies or Science-related discipline.
- MBA will be an added advantage. Knowledge on agro-commodity and/or timber products and industry will be a plus point.
- Preferably with 2-3 years of working experience.
- Excellent verbal and written communication skills as well as interpersonal skills.
- Display a high level of professionalism at all times: including work accuracy, attention to detail, analytical, independent critical thinking, etc.
- Strong knowledge in the use of software applications (Excel, PowerPoint), databases, and spreadsheets.
- Ability to multitask and cope with work pressure.
- Self-motivated, goal-oriented and a team-player.
- Must be fluent in English and Bahasa Malaysia
- Contract/Full-time position available

Interested candidates are invited to write-in, with a comprehensive resume, stating details of personal particulars, academic (result transcript), work experience, current and expected salary, mobile number, and a passport-sized photograph by **31 December 2020** or address documents to:

Manager, Human Resource
MALAYSIAN TIMBER COUNCIL
18th Floor, Menara PGRM, Tower 1,
Jalan Pudu Ulu, Cheras
56100, Kuala Lumpur

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Position : Executive, Marketing

The Malaysian Timber Council (MTC) was established in January 1992 to promote the development and growth of the Malaysian timber industry. MTC was formed on the initiative of the timber industry and governed by a Board of Trustees, whose members are appointed by the Minister of Plantation Industries & Commodities.

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Key Responsibilities:

- To provide support and assistance to your superior in carrying out the roles, functions and responsibilities of the division/unit as and when assigned to you.
- To plan, execute, oversee, follow up and/or monitor the overall operational, budgetary, financial responsibilities and activities of the division/unit as set out in the division/unit's Key Performance Indicators ("KPIs").
- Responsible to gather intelligence and develop intelligence network through MTC's activities as set out in the division/unit's KPIs and through workshops, seminars and other activities attended by you.
- To identify, compile, update and build baseline databases and reports based on intelligence gathered for the specific area of responsibilities as assigned to you. This may include, but not limited, to the handling of trade enquiries received both locally and internationally. Trade enquiries generated are to be forwarded by the assigned division/unit to timber trade associations for onward dissemination to their respective association members, where applicable.
- To plan, prepare, organize and follow up for programme, activities and other events assigned to you. The same is also applicable for meetings, seminars, conferences, workshops and other events that you attended and participated.
- To peruse, review, follow up, monitor and feedback on activities undertaken by any third-party service provider(s) appointed by MTC.
- To prepare periodic reports for management, to track strategic goal accomplishment. This may also include preparation of concept papers, position papers, board papers, minutes of meetings, notes of discussions, inputs for speeches, etc.

- To communicate regularly with other executives, your subordinates, your superior(s), and other designated contacts within MTC. This may also include, but not limited to, relevant stakeholder(s) namely ministries, local authorities, agencies, etc
- To carry out any other assignment(s) that may be given to you from time to time by the Management of MTC.

Requirements:

- Bachelor's Degree in Marketing, Business Administration, Economics, or related discipline with excellent academic credentials.
- At least 3 years of working experience in relevant field.
- Analytical, methodical, detail-conscious and ability to work independently.
- Adept at report writing with strong command in English.
- Excellent interpersonal and communication skills.
- Competent user of Microsoft software's including Power Point and Excel.
- Must be fluent in English and Bahasa Malaysia.
- Contract/Full-time position available.

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Position : Executive, Industry Development

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Key Responsibilities:

1) Product Development

- To facilitate and encourage the industry to produce more value-added and innovative products
- To promote the programme to the timber industry
- To monitor progress and to provide periodic reports on project assessment

2) Business Succession Programme

- To work with key partner(s) to develop and implement mentorship programme for business owners and successors
- To identify and select companies/participants
- To monitor progress of programme
- To provide periodic reports on programme assessment

3) Timber in Built Environment

- To promote the usage of timber in the local scene
- To liaise with relevant government agencies & organisations
- To keep abreast with the local procurement policies



Requirements:

- Candidate must possess at least a Bachelor's degree in Forestry/Wood Technology, Post-Graduate Diploma, etc.
- Knowledge and experience in product development.
- Required skills: MS Office, Report writing and Social Media.
- Team player, proactive, energetic, responsible, willing to learn, result-oriented and good working attitude.
- Good interpersonal & communication skills, able to carry conversations at all levels and a sense of urgency towards task completion.
- At least 5 years of working experience in the related field.
- Must be fluent in English and Bahasa Malaysia.
- Contract/Full-time position available.

Interested candidates are invited to write-in, with a comprehensive resume, stating details of personal particulars, academic (result transcript), work experience, current and expected salary, mobile number and a passport-sized photograph by **24 December 2020** or address documents to:

Manager, Human Resource
MALAYSIAN TIMBER COUNCIL
18th Floor, Menara PGRM, Tower 1,
Jalan Pudu Ulu, Cheras
56100, Kuala Lumpur

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