

KUALA LUMPUR AND SELANGOR INDIAN CHAMBER OF COMMERCE AND INDUSTRY (KLSICCI)

JOB VACANCY : MANAGER

The Manager will be required to perform duties and responsibilities in connection with the business, activities and functions of the Chamber including :-

- 1) Overseeing the day to day running and administration of the Secretariat of Chamber.
- 2) Plan and coordinate meetings of Exco and Management Council and other affiliated committees with the Chamber.
- 3) Maintain effective internal and external Public Relations.
- 4) Effective liaison with the members and with regulatory authorities.
- 5) Managing and maintain the legal integrity of the Chamber.
- 6) Manage the resources of the Chamber.

Qualifications

- Minimum Bachelor's degree in any field is required with a minimum of 3 years experience in a senior management position.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Written and verbal communicational skills in English, Bahasa Malaysia and Tamil.
- Preferably Indian male, age 35 and above

Interested candidates are invited to send in applications with a detailed resume with a recent passport sized photograph to **enquiry@klsicci.com.my or contact **Ms.Poorni at 03-26931033****