



HENGYI INDUSTRIES SDN BHD

*Excellence in **developing Petrochemicals**;
through pursuing Innovation and Business sustainability*

1. Integrative Statistics (1 post)

综合统计 (1 人)

Department 部门:	Quality Analysis 质量检验部
Supervisor 直接上级:	HOD and Deputy HOD 部长和分管副部长
Work Schedules 工时制度:	Normal Working Hour 常白班

Roles and Responsibilities:

岗位职责:

- Responsible for the related work of comprehensive management and material management of the Department;
负责本部门综合统计和材料管理的相关工作;
- Assist the leaders to do the administrative work well;
协助领导做好部门行政管理工作;
- Assist the leader to manage the materials and warehouse;
协助领导做好部门材料和库房管理工作;
- To be responsible for the supervision of environmental sanitation of laboratory building;
负责化验楼环境卫生的督查;
- Conscientiously implement the relevant law and regulations of government on quality and the company's relevant quality system, adhere to the quality of integrity;
认真贯彻执行政府有关质量的法律法规和公司有关质量制度, 恪守质量诚信;
- Understand the company's quality policy and objectives, and strive to achieve the quality objectives of this department;
理解公司质量方针和目标, 树立整体质量意识, 严把质量关, 努力实现本部门质量目标;
- Consciously accept training on quality, actively apply advanced quality methods, improve quality awareness and quality skills;
自觉接受质量教育培训, 积极应用先进质量方法, 提高质量意识和质量技能;
- Complete other miscellaneous tasks assigned by line manager;
按时完成上级布置的其它工作任务;

Requirements:

岗位需求:

Priority will be given to candidates who meets the following criteria:

符合以下条件的候选人将被优先考虑:

- Possess a Diploma or above qualification;
大专及以上学历;
- With working experience in relevant refining and chemical industry;
有相关炼化企业的生产经营和工作经历;
- Familiar with computer operation and office software;
熟悉电脑操作, 熟练使用 office 办公软件;
- Master the professional knowledge and relevant systems and regulations within the scope of business;
熟练掌握业务范围内的专业知识及相关的制度、规定;
- Have strong writing ability, organization and coordination ability, communication ability and execution ability;
有较强的文字表达能力, 组织协调能力、沟通力和执行力;
- Able to speak in English and Chinese;
熟练的英语/中文表达能力;