



YP MAINTENANCE SDN. BHD.

B800, Jalan Al-Sultan Abdullah,
25200 Kuantan, Pahang Darul Makmur.
Tel : 09-516 4400 Fax : 09-516 4401
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Website : www.ypmaintenance.com.my



YP Maintenance Sdn. Bhd. to be a leading provider in infrastructure asset management, construction and maintenance, improving the quality of life for future generation. Our organization is committed to comply with customer requirements and continual improvement of the Quality Management System towards customer satisfaction.

We are looking for experienced and technically competent individuals to be a part of the organization.

VACANCY

1. CLERK - ASSET MANAGEMENT SERVICES - HQ (1 VACANCY)

Minimum Requirement:-

- Female Candidate.
- Minimum qualification: Diploma or equivalent qualification in Business Administration, Information Technology, Data Management, or related field.
- Computer literate, especially in Microsoft Excel, Word, Powerpoint and basic data management

Key Responsibilities:

- Provide general administrative and clerical support to the department, including document filling and correspondence.
- Handle emails, phone calls, and general inquiries professionally and promptly.
- Assist in data entry, data verification, and preparation of spreadsheets or reports.
- Maintain office supplies inventory and coordinate procurement requests.
- Strong attention to detail and ability to maintain accurate records.
- Good organizational and time management skill.
- Ability to work independently and support multiple task simultaneously.

BENEFIT

- Outpatient medical
- Life insurance
- Dental care
- Hospitalization & surgical benefit

CLOSING DATE : 31 MARCH 2026

Email: rec@ypmaintenance.com.my

Contact : 09-516 4400 (HR Department) for more information.



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