



YP MAINTENANCE SDN. BHD.

B800, Jalan Al-Sultan Abdullah,
25200 Kuantan, Pahang Darul Makmur.
Tel : 09-516 4400 Fax : 09-516 4401
Email : ypmsb@ypmaintenance.com.my
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 - SPECIAL PROJECT UNIT - KUANTAN (1 VACANCY)

Minimum Requirement:

- Female Candidate.
- Minimum qualification: SPM or its equivalent with 1 year experience.

Key Responsibilities:

- Prepare, organize, and maintain office records, correspondence, and reports in compliance with company policies and procedures.
- Handle incoming and outgoing mail and manage document dispatches.
- Maintain office supplies inventory and coordinate procurement when necessary.
- Respond to emails, phone calls, and general inquiries professionally and promptly.
- 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 résumé to : rec@ypmaintenance.com.my

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

