



# WE'RE HIRING!

## Full and Part-Time CUSTOMER SERVICE EXECUTIVES


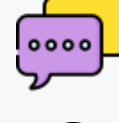



 Enhance Education Sdn Bhd, 1 Lorong Seri Impian 2,  
Taman Seri Impian, 14000 Bukit Mertajam

 04-548 5748 / 016-207 5748





### BENEFITS

-  **RM 2050–2400** per month depending on experience
-  Insurance coverage
-  Outpatient medical claim
-  Annual leave
-  Opportunities for **free English classes**




### WE'RE LOOKING FOR SOMEONE WHO

-  speaks **Chinese** (B1-B2 level)
-  speaks **English** (B1-B2 level)
-  is smart and presentable
-  can work in a school with children
-  is confident using Microsoft Office, phones and Google Drive

### ABOUT THE POSITION

-  **Full time:** 40 hours per week
-  Wednesday to Sunday
-  Managing the reception desk
-  **Main responsibilities include:** taking calls, sending messages, dealing with payments, data entry, managing documents ...

### HOW TO APPLY

-  Send us a message via WhatsApp: **+6016-207 5748**
- OR**
-  Complete the **Google Form:**  
<https://forms.gle/PCACU3QBzK4gqTWn9>
-  Find out more about our company at **www.enhance-education.com**