MRC INDUSTRIES SDN BHD (921612-K)
Lot 225083, Tungzen Industrial Park
Mukim Sg. Raia, 31300 Kg. Kepayang, Perak
Tel : 605-357 7804

Our Ref : MRC/HRA/C/Emp-108/3-2023 **DRAFT**
Date : 13th March 2023

Dear Ms.

LETTER OF APPOINTMENT

We are pleased to offer you a position of **ASSISTANT MANAGER , FINANCE AND ADMINISTRATION** with our Company, under the following Terms and Conditions of Employment:-

JOB TITLE	**ASSISTANT MANAGER, FINANCE AND ADMINISTRATION** reporting to the Manager (Finance and Administration) or to such other person as directed by the Company.
JOB DESCRIPTION	Responsible for the daily operation of the Finance Division which include maintaining a full set of account, general administration and to produce a complete Audited Financial Account at the end of the financial year. Responsible for budgeting and Fixed Assets Accounting. Contribute and provide support in accounting and finance related projects/assignments, which include driving process improvement projects. Responsible for full cycle Accounts Payable, Account Receivable including international wire transfers.

Familiar with the process on import & export including documentations, local and foreign requirements and logistics

Responsible to the Credit Administration function and ensure close monitoring on Account Receivables.

To oversee treasury operations, including cash management, to perform bank account administration & perform treasury internal control.

Proactively manages the relationship with internal and external auditors and ensure timely compliance with audit requests for information

Provides coaching and guidance to department and team members in designing solutions to F&A problems/issues.

Continually considers improvement opportunities and provide support to team leaders to ensure that they can perform their roles efficiently.

Develop and propose solutions to resolve issues in meeting organizational targets and procedures in support of the strategic objectives. Manages interests and executes policies and positive professional attitude, integrity objectives. Excellent people manager, exhibits enthusiasm with skill require minimum supervision and practice good leadership

COMMENCEMENT OF EMPLOYMENT

Your employment shall commence from

WORKING HOURS

Your daily working hours is **9 hours from 8.00am to 6.00pm,** Monday to Friday. The total number of hours worked per week is 45 hours.

If necessary, you may be required to work beyond your prescribed working hours.

The company reserves the right to change the working hours to suit operational needs from time to time, should it becomes necessary to do so.

PROBATIONARY PERIOD	You will undergo a **Six (6) months** probationary period. A review of your work performance will be conducted prior to confirmation of your employment. The Company may, but is not obliged to, extend the probationary period at its sole discretion by a further period of **three (3) months** if deemed necessary.
SALARY	Your commencement basic salary is Ringgit Malaysia : Upon successful completion of the probationary period and confirmation of the appointment , the basic salary will be reviewed to Ringgit Malaysia :
INCREMENTS	All and any salary increment shall be at the absolute discretion of the Company.
DISCRETIONARY BONUS	Bonuses, if any, are subject to work and company's performance and shall be at the absolute discretion of the Company.
EPF & SOCSO	Payable at prevailing statutory rates.
ANNUAL LEAVE AND PUBLIC HOLIDAYS	Annual leave entitlement shall be as stipulated in the Employee Handbook. You are entitled to **eleven (11)** national public holidays selected and fixed by the Company.
MEDICAL LEAVE	Medical leave entitlement shall be as stipulated in the Employee Handbook.
ATTENDANCE & PUNCTUALITY	You are required to report for work on time. If you are unable to do so due to any unavoidable reasons, contact your supervisor or manager immediately for approval.
TERMINATION NOTICE	Employment may be terminated at any time during the probationary period by either party giving unto the other two

(2) weeks' notice in writing or payment of two (2) weeks' salary in lieu of notice.

Upon confirmation in your service, you are required to give one (1) months' notice of termination or pay one (1) month's salary in lieu of notice.

Yours faithfully
For **MRC INDUSTRIES SDN BHD**

Ir Choa Swee Lin
Managing Director

I, , accept the above Terms and Conditions and understand that in the case of a dispute, the Terms contained both herein and in the Employee handbook, shall prevail.

Signature:

I.C. No:

Date: