



CAREER OPPORTUNITIES IN **CAAM**

PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT PROGRAMME (MySTEP) CORPORATE COMMUNICATION UNIT II QUALIFICATION: DIPLOMA/STPM LOCATION: PUTRAJAYA

Eligible candidates are encouraged to apply for the aforementioned position by submitting the application form, resume, academic qualifications and supporting documents via www.caam.gov.my/resources/announcements/career/. Kindly note that only applications submitted through **CAAM website** will be considered.

Application deadline is on **8th May 2024, at 11:59 p.m.**

*Recruitments are subject to vacancies, and only candidates who have been shortlisted for an interview will be contacted.



**PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT
PROGRAMME (MySTEP)
CORPORATE COMMUNICATION UNIT I
(QUALIFICATION: DIPLOMA/STPM)**

- a) Receive and record incoming and outgoing calls for the CAAM headquarters whether from within or abroad. In addition, help customers identify the type of services needed at CAAM.
- b) Connecting calls made by CAAM staff to customers whether from within or abroad.
- c) Prepare a daily call log sheet to record calls as a reference and report.
- d) Work at the counter (One Stop Centre) to help customers who come to use the services provided by CAAM, such as license renewal services for pilots, aircraft engineers/technicians and also permits to carry dangerous goods by air.
- e) Responsible for updating the phone directory for the head office and also other CAAM branch numbers based on the data received by the relevant department/unit every month.
- f) Extend the updated directory to CAAM officials and staff via email. Make amendments if there are any changes or errors in the updated directory.