



CAREER OPPORTUNITIES IN **CAAM**

**PERSONNEL FOR MALAYSIA SHORT-TERM
EMPLOYMENT PROGRAMME (MySTEP)**

QUALIFICATION: SPM

LOCATION: IPOH

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.



WWW.CAAM.GOV.MY



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CAA_MALAYSIA

**PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT
PROGRAMME (MySTEP)
(QUALIFICATION: SPM)**

- a) Updating files related to administration and management.
- b) Preparing letters and memos pertaining to office administration.
- c) Updating and maintaining records of leave history employees in HRMIS system for employee leave recording.
- d) Responsible as Store Officer, in which will:
 - i. Handle and use the Store Handling System (SPS); and
 - ii. Updating records pertaining to items incoming and outgoing.
- e) Responsible to handle financial affairs of the office.
- f) Carry out related duties that has been ordered by the Manager and upper management from time to time.