CAREER OPPORTUNITIES

UBD CORPORATION SDN BHD is currently recruiting suitably qualified individuals into various vacant job positions with the company. Applicants must be self-motivated, goal-oriented and must possess strong work ethic and integrity.

VACANCY

FINANCE MANAGER

Responsible in overseeing and directing the accounting and financial services of the organization. To provide financial advice and support to clients and colleagues to enable them to make informed judgments and sound business decisions.

Requirements:

- Candidate must possess a minimum Higher National Diploma qualification in either Finance/Accounting/Banking/Hospitality/ Real Estate/ Facilities/ Institutional/Marketing & Business Management OR must have a minimum 8 years working experience with managerial position in a related field. Higher qualification is an advantage;
- Must be proficient in IT and familiar with financial and hospitality management program/database;
- Excellent written and verbal communication skills with an ability to manage personal workload;
- Pleasant personality and able to work independently and at the same time contribute effectively in a dynamic team environment; willing to work flexible hours – weekends, including public holidays.
- A proven track record of diligence and discretion.

Interested applicants are requested to complete the documentations as required:

1) A Completed Application Form (HR02 for Executive Positions)
2) An updated Resume
3) A recent non-returnable passport size photograph
4) Copies of relevant academic/work experience certificates and other supporting documentations.

All documentations for application must be submitted to:

UBD CORPORATION SDN BHD
UNIVERSITI BRUNEI DARUSSALAM
BURSARY DEPARTMENT, ADMINISTRATION BUILDING
JALAN TUNKU LINK, GADONG BE 1410
NEGARA BRUNEI DARUSSALAM
Email: office.ubdcorp@ubd.edu.bn
UBD CORPORATION SDN BHD is currently recruiting suitably qualified individuals into various vacant job positions with the company. Applicants must be self-motivated, goal-oriented and must possess strong work ethic and integrity.

**VACANCY**

**HUMAN RESOURCE MANAGER**

To develop, advise on and implement policies relating to the effective use of personnel within the organization. To ensure that the organization employs the right balance of staff in terms of skills and experience, and that training and development opportunities are available to employees to enhance their performance and achieve the employer's business aims.

**Requirements:**

- Candidate must possess a minimum Higher National Diploma qualification in either Human Resource/ Hospitality/ Real Estate/ Facilities/ Institutional/ Marketing & Business Management OR must have a minimum 10 years working experience with managerial position in a related field. Higher qualification is an advantage;

- Must be proficient in IT and familiar with financial and hospitality management program/database;

- Excellent written and verbal communication skills with an ability to manage personal workload; fluency in both English and Malay languages are preferred

- Pleasant personality and able to work independently and at the same time contribute effectively in a dynamic team environment; willing to work flexible hours – weekends, including public holidays.

- A proven track record of diligence and discretion.

**Interested applicants are requested to complete the documentations as required:**

1) A Completed Application Form (HR02 for Executive Positions)

2) An updated Resume

3) A recent non-returnable passport size photograph

4) Copies of relevant academic/ work experience certificates and other supporting documentations.

All documentations for application must be submitted to:

**UBD CORPORATION SDN BHD**  
**UNIVERSITI BRUNEI DARUSSALAM**  
**BURSARY DEPARTMENT, ADMINISTRATION BUILDING**  
**JALAN TUNKU LINK, GADONG BE 1410**  
**NEGARA BRUNEI DARUSSALAM**  
Email: office.ubdcorp@ubd.edu.bn
CAREER OPPORTUNITIES

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VACANCY

ACCOUNTS PAYABLE CLERK

Responsible for processing vendor payments in a timely manner, for contacting vendors to communicate payment requests and timelines. To fully support the Finance department by following account procedures and

Requirements:

- Candidate must possess a minimum 'A' Level or equivalent OR must have a minimum 5 years working experience in a related field. Higher qualification is an advantage;

- A true desire to satisfy the needs of others in a fast paced environment;

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate and percent.

- Strong PC skills including Excel, Word, and financial accounting system use

- Refined verbal and written communication skills

- Accounting experience preferred

- Detailed oriented,

- A proven track record of diligence and discretion.

Interested applicants are requested to complete the documentations as required:

1) A Completed Application Form (HR01 for Operational Positions)

2) An updated Resume

3) A recent non-returnable passport size photograph

4) Copies of relevant academic/ work experience certificates and other supporting documentations.

All documentations for application must be submitted to:

UBD CORPORATION SDN BHD
UNIVERSITI BRUNEI DARUSSALAM
BURSARY DEPARTMENT, ADMINISTRATION BUILDING
JALAN TUNKU LINK, GADONG BE 1410
NEGARA BRUNEI DARUSSALAM
Email: office.ubdcorp@ubd.edu.bn
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VACANCY

ACCOUNTS RECEIVABLE CLERK

Responsible for ensuring compliance to the organization’s credit policy. To fully support the Finance department by following account procedures and contacting customers with delinquent accounts and attempts to secure.

Requirements:

- Candidate must possess a minimum 'A' Level or equivalent OR must have a minimum 5 years working experience in a related field. Higher qualification is an advantage;
- A true desire to satisfy the needs of others in a fast paced environment;
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate and percent.
- Strong PC skills including Excel, Word, and financial accounting system use
- Refined verbal and written communication skills
- Accounting experience preferred
- Detailed oriented,
- A proven track record of diligence and discretion.

Interested applicants are requested to complete the documentations as required:

1) A Completed Application Form (HR01 for Operational Positions)
2) An updated Resume
3) A recent non-returnable passport size photograph
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All documentations for application must be submitted to:

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NEGARA BRUNEI DARUSSALAM
Email: office.ubdcorp@ubd.edu.bn
PELUANG KERJAYA

PEMANDU (DRIVER)


Syarat-syarat Kelayakan:

- Mestilah terdiri dari rakyat Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.
- Hendaklah tahu menulis dan membaca.
- Mempunyai lessen memandu kelas 3 atau 5/3 dan 6/3 dan 11 dan tidak pernah didakwa kerana kesalahan memandu. (Keperluan lessen adalah tertakluk kepada kehendak Kementerian/ Jabatan berkenaan)
- Mempunyai pengalaman memandu semua jenis kenderaan dan berkebolehan membaiki kerosakan kecil merupakan kelebihan.

Syarat-syarat Lain:

- Hendaklah bersedia bertugas pada bila-bila masa termasuk di luar masa pekerjaan biasa dan di mana-mana sahaja dikehendaki sebagaimana yang diperlukan.

Cara Memohon:

Bagi keterangan lanjut sila berhubung terus dengan Pejabat UBD Corporation Sdn Bhd seperti alamat berikut:-

UBD CORPORATION SDN BHD
UNIVERSITI BRUNEI DARUSSALAM
BURSARY DEPARTMENT, ADMINISTRATION BUILDING
JALAN TUNKU LINK, GADONG BE 1410
NEGARA BRUNEI DARUSSALAM
Email: office.ubdcorp@ubd.edu.bn

Borang-borang permohonan yang telah diisikan dengan lengkap berserta dengan salinan-salinan sijj dan dokumen yang berkenaan hendaklah dikembalikan kepada Pejabat UBD Corporation Sdn Bhd, The Core residential college, Universiti Brunei Darussalam, Jalan Tungku link, Gadong BE1410 (Bahagian Perjawatan) tidak lewat pada 15 Mac 2013 jam 4.00 petang. Borang permohonan yang tidak diisikan dengan butir-butir lengkap tidak akan dilayan.
KEKOSONGAN

PEMBANTU AM

Bertanggung jawab terhadap kebersihan dan pemeliharaan public area dan pelaksanaan kerja, menjalankan pelayanan. Bertugas mengikut seperti jadual waktu bertugas yang telah disediakan. Memeriksa/menyemak keadaan tempat umum dan juga kelengkapan peralatannya setiap hari untuk memastikan tempat umum adalah di dalam keadaan yang bersih dan rapi.

Syarat-syarat Kelayakan:

- Mestilah terdiri dari rakyat Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.
- Hendaklah tahu menulis dan membaca.
- Mempunyai dalam kerja dan jawatan yang berkaitan tidak kurang dari 2 tahun.

Syarat-syarat Lain:

- Hendaklah bersedia bertugas pada bila-bila masa termasuk di luar masa pekerjaan biasa dan di mana-mana sahaja dikehendaki sebagaimana yang diarahkan.
- Syarat-syarat lain adalah dikawal oleh peraturan-peraturan yang berkuatkuasa dari semasa ke semasa.

Cara Memohon:

Bagi keterangan lanjut sila berhubung terus dengan Pejabat UBD Corporation Sdn Bhd seperti alamat berikut:-

UBD CORPORATION SDN BHD
UNIVERSITI BRUNEI DARUSSALAM
Bursary Department, Administration Building
Jalan Tunku Link, Gadong BE 1410
Negara Brunei Darussalam
Email: office.ubdcorp@ubd.edu.bn

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**VACANCY**

**KITCHEN HELPER**

An entry-level food service position that is responsible for maintaining a high level of service standards in the kitchen. The Kitchen Helper is tasked with assisting with food preparation, on the serving line, and completing cleaning duties.

**Requirements:**

- Candidate must possess relevant qualification OR must have a minimum 5 years working experience in a related field. Higher qualification is an advantage;
- Ability to promote good relationships with staff, students and parents;
- Physical stamina for work assignment. This position requires bending, lifting, carrying, pushing and pulling;
- Ability to operate and maintain all kitchen equipment, including the POS cash register system;
- Be flexible as changes occur;
- Ability to correctly complete all required work, including production records, orders, logs, etc;
- Position requires building team coverage and therefore will include additional hours without notice.

**Interested applicants are requested to complete the documentations as required:**

1) A Completed Application Form (HR01 for Operational Positions)
2) An updated Resume
3) A recent non-returnable passport size photograph
4) Copies of relevant academic/ work experience certificates and other supporting documentations.

All documentations for application must be submitted to:

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