



Welcome to Kelab Golf Sarawak

KELAB GOLF SARAWAK an established premier club, located in the heart of Kuching City, with a 36-hole golf course and other recreational facilities supported by a strong membership base is inviting suitable candidates to apply for the post of: **(Based in Kuching)**

1. IT EXECUTIVE

Job Requirements:

- At least a holder of Diploma in Information Technology/Graphic Design/Mass Communication from recognized learning institute.
- At least 3 years' experience in related field.
- Able to multitask.
- Able to write and communicate in Bahasa Malaysia and English

Job Responsibilities:

- Provide technical support/trouble shooting on IT related issues including networking, hardware, application software and office equipment.
- Knowledge of LAN and wireless networks.
- Oversee the functionality of the website, evaluate and manage website performance, facilitate hosting and server management, and develop, maintain and update website content.
- Knowledge in system migration and implementation.
- Knowledge of graphic design
- Monitor and update information to KGS website, Facebook page and online application.

2. HOUSEKEEPING ATTENDANT

Job Requirements:

- At least SPM holder
- Minimum 2 years' experience in related field.
- Highly discipline and punctual.
- Can do multitask job.
- Able to speak and write in BM and English.
- 20 to 45 years old.
- Healthy and fit.
- Prefer female applicants.

Job Responsibilities:

- To carry out daily routine cleaning schedule within the Club premises.
- To perform spring cleaning works as assigned to you by your supervisor/Head of Department.
- To perform extra duty works as and when directed by your supervisor/Head of Department.
- To maintain the cleanliness of the Club at all time.
- To check and ensure that all housekeeping amenities for members/guest use are adequate and in placed.
- To carry out other tasks from time to time as directed by the Head of Department and/or General Manager.

Interested and qualified candidates are invited to submit detailed resume, expected salary, contact details, and recent passport size photo via postal or email to below details.

Postal address :

HR Department,

Kelab Golf Sarawak,

Jalan Stadium, Petra Jaya, 93050, Kuching, Sarawak.

Email to: hr@kgswak.com

Closing date: **31.1.2024**