



Company Introduction:

Tan Chong Group has been in the automotive industry for more than 50 years in Malaysia and is a well-established conglomerate involved in a diversified businesses in the: **Motor Vehicle Assembly; Sales & Distribution; Servicing & Maintenance; Manufacturing & Supply of Motor Vehicle Parts & Accessories; Research & Development; Heavy Equipment; Travel; Consumer Products; Hire Purchase; Insurance** and others. The Group is also aggressively expanding its business interests overseas, particularly in the ASEAN region.



Position : Senior Manager, Business Development

Responsibilities:

- To identify potential markets and conduct feasibility studies to provide focused, well-researched market activities, trends and forecast to support company's business expansion plans.
- To identify and source new products to widen existing range of products.
- To suggest and work with Principal on product developments/enhancements.
- To conduct technical/product evaluation for new products.

Requirements:

- Degree in Mechanical or Automotive Engineering.
- At least 10 years of relevant working experience in Automotive industry.
- Able to work independently with minimum supervision.
- Possess good communication skills.
- Must be willing to travel overseas.
- Must be computer literate.

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Position : Workshop Operation (Manager / Engineer)

Responsibilities:

- Provide technical support for handling rectification jobs requiring high tech or research, including, if necessary research into counter measures for technical problems – but with the main purpose of providing a high level customer satisfaction.
- Act as collection point for technical data service information received from Nissan and disseminate such necessary information to the service workshops for their use.
- Co-ordinate with other departments (such as PDI, EAS workshops, assembly plant, SPC, warranty dept, marketing dept etc) to collect product and field information.
- Maintain a hot –line technical information system for EAS workshops with the objective of responding with quick information or advice on certain problems encountered (especially in the case of new models).
- Together with training department, plan and conduct briefing or introductions to new models for the service workshops.
- Conduct AS-DOS evaluation, action plan and follow up with As-DOS workshop head.
- To monitor the KPI for the P-SX and AS-DOS workshop and action plan to improve it.
- Establish SOP & implement training program and related tools.
- Conduct IE improvement activities for P-SX-IE workshops together with IE instructor.
- To ensure monthly audit check report will be sent to project manager.
- Monitor action plans to provide customers with the highest standards of service and to achieve high level of customer satisfaction in line with the company's objective of sustaining loyal customer cycle.
- Together with the management set all policies, targets and objectives for the workshops and to ensure efforts are geared towards success in these areas.
- Supervise in the implementation of campaigns and promotional activities approved by the management.
- Co-ordinate with the various departments in the solving of customer's complaints and the development in the solving of customer's complaints and the development of counter-measures when necessary.

Requirements:

- Basic computer literacy (Microsoft Word, Excel).
- Diploma or Degree in Automotive / Mechanical / Electrical / Electronic Engineering.
- Able to provide leadership, supervision and delegation of work to staff.
- 4 years working experience in related fields.
- Good communication skills in Bahasa Malaysia and English. Ability to converse in Mandarin will be an added advantage.
- Good interpersonal skills and able to communicate well with staff and customers.
- Independent and able to work under minimum supervision.

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Position: Deputy General Manager, Parts & Service

Responsibilities:

- Developing strategic plans to achieve Parts & Service division's mission and objectives and to increase revenue, profitability and growth align to the organization.
- Overseeing Parts & Service division operations to ensure profitability and cost-effective management of resources.
- Planning, developing and implementing strategies for generating resources and/or revenue for Parts & Service Division.
- Identifying opportunities and direct implementation activities.
- Planning, developing and executing Parts & Service Division operational procedures, policies and standards.
- Reviewing activity reports and financial statements to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions.
- Evaluating performance of executives for compliance with established policies and objectives of Parts & Service Division and contributions in attaining objectives.
- Have a good eye for details to monitor on day-to-day activities of the service division.
- Organizing the required supply, setting target for managers, inspecting timely work and attending meetings with management for further progress.
- Establishing, managing and monitoring standards, processes, communications, training and systems to ensure safe workplace.
- Managing and controlling Parts & Service division expenditure within agreed budgets.
- Communicating with other functional / departmental/branch managers as to understand all necessary aspects and needs of operational development in attaining company's goals and objectives.

Requirements:

- Degree in any discipline.
- At least 15 years of experience in trucks servicing and parts management.
- Experience in strategic planning and execution, formulating policy, developing and implementing new strategies and procedures.
- Good analytical skills, able to interpret financial results.
- Good in oral & written communication & interpersonal skills.
- Willing to work a flexible schedule and travel extensively.

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Position: Manager-CNG SYSTEM Development

Responsibilities:

- Research & analyze data on design proposals, specifications and manuals to determine feasibility of design or application.
- Design Products or Systems such as instruments, controls, robots, engines, machines, mechanical, thermal, hydraulic or heat transfer systems by using CAD/CAM software.
- Plan & direct Engineering Personnel in fabrication of test control apparatus and equipment, development of methods and procedures for testing of products or system.
- Direct and coordinate fabrication and installation activities to ensure products and systems conform to engineering design and customer specifications.
- Coordinate operation, maintenance and repair activities to obtain optimum utilization of machine and equipment.
- Design products and/or systems to interface machine, hardware and software.
- Evaluate field installations and recommend design modification to eliminate machine or system malfunction.
- Evaluate product's performance and selection of specification for the market.
- Technical support and perform the improvement/localization in terms of quality and durability to the product.

Requirements:

- Degree in Automotive or Mechanical Engineering or equivalent.
- Minimum 5 years of working experience in related field or industry.
- Preferably with Experience in either automotive, ECU system development, programming, welding or metal fabrication industry.
- Possess strong leadership qualities, good interpersonal and communication skills.
- Proficient in written and spoken English, B.M and local dialects.
- Able to work independently with minimum supervision and possess a high degree of integrity and professionalism.

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Position: Production Manager-Coach Building

Responsibilities:

- To plan, schedule and monitor production flow progress.
- Supervise production supervisors and maintain good discipline and morale of production team.
- To address and overcome production problems including liaising with relevant departments within the organization (if necessary) to ensure productivity and quality targets are met.
- To control and ensure material usage is within acceptable variance.
- To ensure workers/contractors are in compliance with all Safety and Health Regulations requirements and discipline.
- To highlight to the Management on serious disciplinary issues of the work force.
- Any other duties as assigned from time to time by the Management

Requirements:

- Degree in Mechanical or Production Engineering or equivalent.
- Minimum 5 years working experience in a production plant environment preferably in implementing TS/ISO standards.
- Preferably with experience in either automotive, body fabrication, welding or metal fabrication industry.
- Possess strong leadership qualities, good interpersonal and communication skills.
- Proficient in written and spoken English & B.M and able to converse Chinese dialects.
- Able to work independently with minimum supervision and possess a high degree of integrity and professionalism.

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Position : Deputy General Manager, After Sales Service

Responsibilities:

- Developing strategic plans to achieve service division's mission and objectives and to increase revenue, profitability, and growth align to the organization.
- Overseeing service division operations to ensure profitability and cost-effective management of resources.
- Planning, developing and implementing strategies for generating resources and/or revenues for service division.
- Identifying opportunities and direct implementation activities.
- Planning, developing and executing service division operational procedures, policies and standards.
- Reviewing activity reports and financial statements to determine progress and status in attaining objectives and revising objectives and plans in accordance with current conditions.
- Evaluating performance of executives for compliance with established policies and objectives of service division and contributions in attaining objectives.
- Have a good eye for details to monitor on day-to-day activities of the service division.
- Organizing the required supply, setting targets for managers, inspecting timely work and attending meetings with management for further progress.
- Establishing, managing and monitoring standards, processes, communications, training and systems to ensure a safe workplace.
- Managing and controlling service division expenditure within agreed budgets.
- Communicating with other functional/departmental/branch managers to as to understand all necessary aspects and needs of operational development in attaining company's goals and objectives.

Requirements:

- Degree in any discipline.
- At least 15 years of experience in heavy and / or light machinery servicing and parts management.
- Have experience on strategic planning and execution, formulating policy, developing and implementing new strategies and procedures.
- Analytical skills, able to interpret financial results.
- Good in oral & written communication & interpersonal skills.
- Willing to work a flexible schedule and travel extensively.

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Position : Senior Analyst Programmer

Responsibilities:

- Develop, enhance and maintain program in accordance with the design and its requirements.
- Document all work in accordance with standards.
- Contribute significantly to the development design of software and Internet applications.
- Conduct Research & Development efforts on emerging Internet Technologies.
- Work closely with Business Analysts, System Analysts and users to gather systems requirements.
- Ensure that the organization standards and processes are followed and adhered to.
- The job scope similar to Software Developer.

Requirements:

- Degree in Computer Science or Information Technology.
- Minimum 3 years experience on Microsoft.Net and SQL Server platform.
- Proficient in the following: DHTML, C#, VB Net, .Net Remoting, ASP, XML Web Services and SQL Server 2005.
- Possess good understanding of Internet technology, standards, Object Oriented Methodology and n-tier architecture.
- Possess excellent problem solving and analytical skills.
- Good command of English is essential.
- Able to work with minimum supervision, as well as able to contribute team development.
- Professional certification will be an added advantage.
- Fresh graduates are encouraged to apply and will be considered for junior position and career development.

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Position : System Analyst

Responsibilities:

- Understand business operation and process requirement.
- Perform system analysis, database design, process design and develop solutions to fulfill business requirements.
- Perform system testing and performance enhancement.
- Responsible for delivering the tasks assigned on time and within the project timeframe.
- Responsible for ensuring that development work adhere to the project standards, through conducting regular code reviews.
- Guide and mentor the development team.

Requirements:

- Candidate must possess at least a Bachelor's Degree in Computer Science/Information Technology or equivalent.
- Minimum 5 years experience on Microsoft.Net and SQL Server platform.
- Proficient in the following: DHTML, C#, VB.Net, ASP.Net, XML Web Services and SQL Server 2005.
- Possess good understanding of Internet technology, standards, Object Oriented Methodology and n-tier architecture.
- Possess excellent problem solving and analytical and design skills.
- Good command of English is essential.
- Able to work with minimum supervision, as well as able to contribute to team development.
- Professional certification will be an added advantage.

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Position: Assistant Manager, Industrial Engineering

Responsibilities:

- Plan, organize and manage team to T (Delivery) and C (DSTR/CE)
- Plan, organize and execute for continuous improvement.
- Determine subordinates performance targets.
- Review improvement action plan, progress status and operational IE activities.
- Ensure meeting Company wide KPI's target in terms of DSTR (NML) and CE (TC Productivity Group HQ)
- Identify training needs to develop a highly skilled functional department.
- Allocate budget and resources for Industrial Engineering Section
- Trainer for IE education program.

Requirements:

- At least a Bachelor's Degree / Master's Degree in Mechanical Engineering
- With knowledge & experience in Industrial Engineering area especially car assembly process industry.
- At least 3 years working experience in related manufacturing environment with speciality in improvement activity program.
- Require skill in managing, monitoring and evaluating subordinates.
- With knowledge in using IE tools such time study, route analysis, value added analysis and etc.
- Strongly promoting Kaizen activities at shop floor and able to lead activities within a group of engineers, supervisor and operators.
- Able to generate plant wide improvement action plan, as well as company productivity target for each building/production section.
- Strong in generating new improvement concept at shop floor toward lean manufacturing system.
- Hands on and able to take a lead on special assignment or discharge duties assigned by Superior when and where necessary.
- Qualified as ISO 9001 auditor.
- Qualified as trainer for IE Education program and QC story judges.

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Position: Deputy General Manager, Production & Logistic

Responsibilities:

- Plan, organize and manage team to achieve Q, T, C, S & M.
- Lead team for continuous improvement.
- Determine performance targets for the function.
- To ensure meeting minor change and new models launch milestones.
- Identify training needs to develop a highly skilled functional department.
- Allocate budget and resources for production & logistic operation

Requirements:

- At least a Bachelor's Degree / Master's Degree in Mechanical Engineering
- With knowledge & experience in managing business plan/ operation in car assembly.
- At least 10 years working experience in related manufacturing environment.
- Required skill in people management and leadership.
- Experience in ISO 9001 and ISO 14001 working environment.

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Position: Maintenance Manager

Responsibilities:

- To manage and be accountable for the maintenance automation department.
- To train, guide and form a team of competent maintenance personnel especially in the Low Cost Automation and Mechatronics work aspects.
- To ensure all plant automation operation is carried out with minimum interruption due to machines or equipment failure. Preventive maintenance is carried out on schedule and MTBF and MTTR ratio being monitored closely.
- To encourage and promote cost saving activities and ensure the maintenance automation department work within the approved budget.
- Able to lead new automation projects when is needed according to project assignments given by immediate Superior.
- Able to negotiate and liaise with working peers / contractors / working counterpart

Requirements:

- B.Sc degree in Mechanical/Electrical Engineering.
- At least 8 years working experience in a manufacturing environment with strong knowledge in Automation systems and applications.
- Able to lead and motivate a team of maintenance personnel.
- Able to work independently with minimum supervision.

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Position: Paintshop Production, Executive

Responsibilities:

- Hourly monitoring of production. Target v/s actual, ensure control QCTSH target, making plan for quality improvement activities, analysis c/m plan for daily problems.
- Productivity monitoring and conduct improvement activities
- Engaging manpower in developmental and improvements activities like Kaizen, GK Global, 5S, TPM, and/or other initiatives brought in by the COO, from time to time.
- Ensuring safety procedures and regulations been followed by all staffs as to make sure zero hazards in the departments
- Maintaining proper records and compliances of ISO 9001 and ISO 14001 (EMS) in the department
- Ensuring absenteeism under control and motivated the subordinates
- Ensuring the implementation of all the SOS are adhered to requirement.

Requirements:

- Degree in manufacturing or automotive field, or;
- Have working experience in Paintshop / manufacturing line
- Minimum 5~7 years working experience in Paint shop Department.
- Familiar with Paint Shop line processes and trouble shooting skills
- Demonstrated a leadership skills in handling numerous of people (from all level)

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Position: Process Executive

Responsibilities:

- Plan for process audit, feedback and countermeasures.
- Important AB audit
- Jig check & maintenance
- Troubleshoot technical defect & ensure DFF closure
- Implement & review Engineering Change Note.
- Control direct materials usage
- Process improvement/ KAIZEN
- Meet and prepare new model KD-NPES
- Raise Part Investigation Report/ Technical Report for claim parts
- Take corrective action on 3MIS feedback.
- Prepare & review C&J
- Decide on assembly jig setting, gage adjustment and calibration.
- Revise & control assembly manual.
- Approve & ensure SOS usage
- New equipment/tool sourcing & implementation.
- Propose method & verify modification on irregular defect.

Requirements:

- Preferably Degree in Mechanical or Automobile Engineering
- Possesses knowledge in Production management, ISO 9001& 14001 management system, Problem solving method (QC story)
- Preferably to have working experience in Process audit & improvement, troubleshooting, and in automotive industries.

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Position: JIG Executive

Responsibilities:

- Supervising, motivating, providing guidance leading and coordinating staff in the correct skill, problem solving and corrective action required.
- Plan schedule for jigs TPM with check sheet and records
- Ensure all Assemblies jigs and fixture are the best condition to build quality bodies to set specification.
- Monthly jig Audit ensure maintain all tooling in proper condition and accuracy.
- Ensure all jig preventive maintenance jobs are plan and carry out
- Recommend, purchase and arrange for spare parts stocking in jig shop store for jig repair
- In house Monthly Planning work schedule on daily received requisition for additional & modification equipment and facilities.
- Working closely with new model launch Engineer (PED) to improve design & Kaizen on all jigs and fixture to get higher productivity and cost effectiveness.
- Report to jig shop department head. Work along with all department's Engineering Executive and others.
- Provide necessary skill, training and guidance to subordinates
- Monthly 5s audit with subordinates in jig work shop.

Requirements:

- Preferably Diploma/ Degree in Mechanical or Automobile Engineering
- Possesses Certificate Pneumatic System- Low cost Automation (NPC) or Certificate Technical vocational.
- Minimum 3 to 5 years work experience in manufacturing
- Possesses knowledge in:
 - Manufacturing which include manufacturing techniques and practices
 - Control procedures, equipment's' requirements, layout and human relation
 - Product design, fabrication, jig assembly, tooling and material, designing, modification, testing method and equipment.

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Position: Production Engineer

Responsibilities:

- Assist/ improve production in terms of:
 - a.) Quality
 - Maintain body accuracy and perform suitable activities to improve
 - Ensure jigs are in operational/ accurate condition
 - Coordinate with Jigs Department to execute suitable countermeasures to improve jig accuracy
 - Follow up with Quality Department's Body Fitting Accuracy/ Windscreen Accuracy Results and improve on it.
 - b.) Time
 - Control Bodyshop Straight Through Ratio (STR)
 - Propose target date and solve defects before deadline.
 - c.) Cost
 - Calculate cost of Direct Material Usage (DMU) and establish cost reduction plan
 - d.) Management
 - Supervise and assist subordinates' " Quality Control (QC) Story" activities
 - Establish improvement activities for subordinates' behaviour diagnosis
- Conduct testing of new tools/ equipment and select the best while considering cost, ease of implementation, safety, time, etc.
- Approve Operation Control Process Audits (OCPA) conducted by Technical Clerks
- Perform troubleshooting activities on bodyshop defects with subordinates and develop temporary/ permanent countermeasure
- Coordinate with Engineers/ Supervisors from other Sections on investigating root cause of defects
- Prepare and issue Technical Reports to Nissan, Japan on parts problem/ clarification/ claim and follow up
- Monitor and ensure Engineering Change Notice (ECN) implementation
- Coordinate with New Model Launch Department on " Production Trial" and "Start of Production" for new models

Requirements:

- Preferably Degree in Mechanical / Automobile Engineering or equivalent.
- Minimum 2 to 3 years work experience in related industry/ field
- Fresh graduates will also be considered

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