



IMPACT RANK (M) SDN BHD
25, JALAN ANGKASA MAS UTAMA,
KAWASAN PERINDUSTRIAN TEBRAU 2,
81100 JOHOR BAHRU

JOB VACANCY

**LOGISTIC CLERK
SALES COORDINATOR
PROD TECHNICIAN
OPERATOR
INTERN (QA/ADMIN)**

**QUALIFICATION:
SPM AND ABOVE
EXPERIENCE NOT REQUIRED**

PLEASE CALL OR WALK IN INTERVIEW

CK Tan: 60 19-474 6796

Zuraidah: 013-6705425

Company Background

Impact Rank–founded in 1992, is a growing manufacturing company based in Johor Bahru, specializing in the production and supply of high-quality plastic packaging and related industrial products. We are ISO 9001 certified, practice HACCP for product safety and hygiene. We are committed to continuous improvement, quality assurance, and customer satisfaction through responsible and innovative practices.

JOB VACANCY – IMMEDIATE HIRING

WALK-IN INTERVIEW: MONDAY TO FRIDAY

Interview Address:

IMPACT RANK (M) SDN. BHD.

25, Jalan Angkasa Mas Utama,
Kawasan Perindustrian Tebrau 2,
81100 Johor Bahru, Johor

Enquiries:

Walk-in or contact us at:

Office: 07-3551378/0378

CK Tan (Manager): 019-474 6796

Zuraidah (Manager): 013-6705325

Nazira (HR): 012-738 8765

1) Position: Sales Coordinator

Basic Salary + Allowance: RM2,000 – RM3,000

EPF & SOCSO Contributions

5 Working Days a Week

Working Hours 8.00 AM – 6.00 PM

Requirements:

- Female preferred
- Age 18 and above
- Minimum SPM or Diploma in Business/Admin/Finance or related fields.
- Must be fluent in English, and Malay (spoken and written)
- Basic computer literacy (Microsoft Office - Word, Excel), good communication skills, organized
- Willing to learn and have good attitude & records

Job Scope:

- Handle sales inquiries, quotations, and customer purchase orders
- Coordinate with customers on orders, shipment & documents
- Prepare and manage sales documents: PO, DO, invoice, artwork & special specs
- Communicate with internal departments (production, store, QA, purchasing)
- Follow up on delivery schedule, payment & customer feedback
- Maintain customer database and records • Other tasks assigned by Sales Manager

2) Position: Logistic Clerk

Basic Salary + Allowance: RM2,000 – RM3,000

EPF & SOCSO Contributions

5 Working Days a Week

Working Hours 8.00 AM – 6.00 PM

Requirements:

- Female preferred
- Age 18 and above
- Minimum SPM or Diploma in Business/Admin/Logistic or related fields
- Must be fluent in English, and Malay (spoken and written)
- Basic computer literacy (Microsoft Office - Word, Excel), good communication skills, organized
- Willing to learn and have good attitude & records

Job Scope:

- Prepare and manage all logistics documentation: including Delivery Orders (DO), packing lists, customs declarations, and other shipping paperwork.
- Liaise with internal departments (e.g., warehouse, production) to ensure goods are ready for shipment or received correctly.
- Maintain accurate inventory records and assist with stock reconciliation.
- Resolve any discrepancies or issues related to shipments, deliveries, or inventory.
- Coordinate with carriers and freight forwarders to schedule pickups and deliveries.
- Follow up on delivery schedules and ensure timely completion of logistics processes.
- Perform general administrative tasks to support the logistics department.
- Handle other tasks as assigned by the Logistics or Manager.

3) Position: Production Technician (Supervisor + Maintenance Role)

Basic Salary + Allowance: RM2,500 – RM3,500

EPF & SOCSO Contributions

5 Working Days a Week

Working Hours: 8.00 AM – 6.30 PM

Requirements:

- Male preferred
- Age 18 and above
- Minimum SPM / SPM minimum
- Basic English and Malay (spoken and written).
- Experience in factory production and machine maintenance is an advantage
- Able to lead and supervise a team
- Willing to learn and have good attitude & records

Job Scope:

- Supervise and coordinate daily production operations
- Set up and adjust machine parameters
- Perform basic maintenance and troubleshooting of production equipment
- Ensure product quality and reduce wastage
- Conduct in-process inspections and reporting
- Prepare production reports and maintain cleanliness
- Perform other duties assigned by superior

4) Position: Production Operator (Extrusion & Cutting)

Basic Salary + Allowance: RM1,700 – RM2,000

EPF & SOCSO Contributions

5 Working Days a Week

Working Hours: Shift: Day: 8.00 AM – 6.30 PM/ Night: 8.00 PM to 6.30 AM

Requirements:

- Male preferred
- Age 18 and above
- Minimum SPM / SPM minimum
- Basic English and Malay (spoken and written).
- Experience in factory production and machine maintenance is an advantage
- Able to stand long hours and perform moderate physical tasks.
- Willing to learn and have good attitude & records

Job Scope:

- Set up and operate extrusion/cutting machines, including loading raw materials.
- Operate extruder/cutting machines according to artwork and specifications.
- Monitor machine parameters (e.g., temperature, speed) for quality output.
- Perform and record in-process quality checks on extruded and cut products.
- Identify and report any product defects or machine issues.
- Conduct basic troubleshooting and minor routine machine maintenance.
- Adhere to all procedures and maintain a clean work area.
- Perform other production-related tasks as assigned by the Supervisor.

5) Position: Intern (Admin) [Open Year-Around]

Basic Salary + Allowance: RM600-RM800

5 Working Days a Week

Working Hours: 8.00 AM – 6.00 PM

Requirements:

- Age 18 and above
- Currently pursuing Diploma or Degree in Business Administration, Office Management, Secretarial Studies, or related fields.
- Fluent in English and Malay (spoken and written).
- Basic computer literacy (Microsoft Office - Word, Excel), good communication skills, organized.
- Eager to learn, proactive, responsible, and good teamwork.
- Minimum 3 months of internship

Job Scope:

- Provide general administrative support to the office.
- Assist with data entry and maintaining records and databases.
- Manage physical and digital filing systems to ensure organization.
- Handle incoming and outgoing correspondence (emails, calls, mail).
- Assist in preparing documents like letters, memos, or reports.
- Help with office supply inventory and requisition.
- Support various departments with clerical tasks as needed.
- Perform other ad-hoc administrative duties as assigned.

6) Position: Intern (QA) [Open Year-Around]

Basic Salary + Allowance: RM600-RM800

5 Working Days a Week

Working Hours: 8.00 AM – 6.00 PM

Requirements:

- Age 18 and above
- Currently pursuing Diploma or Degree in Engineering (e.g., Industrial, Mechanical, Chemical), Quality Management, Science, or a related technical field.
- Fluent in English and Malay (spoken and written).
- Strong attention to detail, analytical mindset, basic computer literacy (MS Office).
- Eager to learn, proactive, responsible, and good teamwork.
- Minimum 3 months of internship

Job Scope:

- Assist in conducting quality checks on raw materials, in-process products, and finished goods.
- Support the QA team in performing various tests and inspections according to standards.
- Collect and record quality data accurately, maintaining proper documentation.
- Help identify and report any quality deviations or non-conformances.
- Assist in basic root cause analysis for quality issues.
- Learn and apply relevant quality control tools and methodologies.
- Support documentation and filing of quality records and reports.
- Adhere to all safety guidelines and quality procedures.
- Perform other tasks to support the Quality Assurance department as assigned.