



PDC Premier Holdings Sdn Bhd is a wholly owned subsidiary of Penang Development Corporation (PDC). The main activities of the PDC Group include investment holding, property development, property investment, property management, consultancy services, construction, and provision of telecommunication facilities.

We are seeking experienced, dedicated and result oriented Chief Operating Officers for our subsidiaries.

### **CHIEF OPERATING OFFICER (2 Posts)**

#### **Requirements:**

- Degree in Mechanical Engineering / Electrical Engineering / Civil Engineering / Real Estate / Estate Management. Candidates with higher qualifications in the same field are encouraged to apply.
- Minimum 10 years of working experience in multi-storey building facilities and facility management along with 5 years' experience as a manager.
- Wide knowledge regarding Strata Management Act and bylaws related to facilities and facility management.
- Registered with Board of Valuers, Appraisers, Estate Agents and Property Managers (BOVAEA) is an added advantage.

#### **Job Descriptions:**

1. Design and implement business strategies, plans and procedures aligned with PDC's Strategic Plan.
2. Set comprehensive goals for performance and growth.
3. Establish policies that promote company's culture and vision.
4. Oversee daily operations of the company and the works of executives (Facility Management, Maintenance, Marketing, Finance etc.)
5. Lead employees to encourage maximum performance and dedication.
6. To practice the code of Corporate Governance according to MACG (Malaysian Code of Corporate Governance)
7. Carry out any other related tasks instructed by Board of Directors from time to time.

**HOW TO APPLY:** Interested candidates who meet the above criteria are invited to submit their application with a detailed updated resume stating current & expected salary with a recent passport-sized photograph and copies of relevant certificates to the following address: -

**PDC Premier Holdings Sdn. Bhd. ,  
Level 4, Bangunan Tun Dr. Lim Chong Eu,  
No. 1, Pesiaran Mahsuri,  
11909 Bayan Baru, Pulau Pinang**

via e-mail to [sumbermanusia@pdc.gov.my](mailto:sumbermanusia@pdc.gov.my) or [jobstreet Malaysia](http://jobstreet.com)

Only shortlisted candidates will be notified.

**CLOSING DATE : 3 April 2023**