

JENTAYU RESIDENSI

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OPEN TENDER

Open Tender Code: 20210101 - IT & APP Work

Objective: IT & APP Work (Jentayu Residensi Digital Eco-System)
 目标: 网络与软件工作 (乐悠苑电子生态网络系统)

Period of Tender: 1 Jan 2021 - 31 Mar 2021
 招标日期: 2021年1月1日 - 2021年3月31日

- Main job scope:
 主要工作纲要:

- (1) Consolidate, Organize and Manage the E-Form (Committee decision), after committee decision email to respective person.
- (2) Maintenance, update and Manage the Jentayu Residensi official website (jentayu.weebly.com)
- (3) Maintenance, update and Manage the Facebook Closed Group (Jentayu Residence)
- (4) Maintenance, update and Manage the Jentayu Residensi Management Cooperation Email (jentayugroup@gmail.com)
- (5) Maintenance, update, Manage, Analysis and Report the Visitor Management System.
- (6) Maintenance, update, Manage, Analysis and Report the Facilities Management System.
- (7) Tally the Facebook Closed Group (Jentayu Residence) User with Management Resident Data.
- (8) Ad-hoc database work for Jentayu Residensi future development.
- (9) IT Literacy and do translate work on English, Bahasa Malayu and Mandarin.

- (1) 收集, 组织和管理电子表格 (委员会表决记录), 当委员会成员表决后, 发送电子邮件至相关人士。
- (2) 维修, 更新及管理乐悠苑的官方网站 (jentayu.weebly.com)
- (3) 维修, 更新及管理乐悠苑的官方面子书群 (Jentayu Residence)
- (4) 维修, 更新及管理乐悠苑-居民管理机构委员会的官方邮件 (jentayugroup@gmail.com)
- (5) 维修, 更新, 管理以及报告访客记录系统。
- (6) 维修, 更新, 管理以及报告设施使用者记录系统。
- (7) 确定乐悠苑的官方面子书群与管理层居民名单的相关资料。
- (8) 建立未来乐悠苑所需要的临时数据资料工作。
- (9) 拥有电脑资讯知识以及能翻译英语, 马来文和华语。

- Contract basic: 3 months probation period and payment allowance RM 200 in monthly basic
 合约性质: 3个月试用期和每月RM 200 津贴
- Preferable owner of Jentayu Residensi
 乐优苑公寓居民优先
- If interest this job, kindly fill up below form.
 如果兴趣请填写以下表格
- MC Council reserve all the rights
 居民管理机构委员会保有最终的决定权

20210101 - IT & APP Work

* Indicates required field

Name *

Block and Unit (e.g.: A-001-001) *

Email *

Reason for Apply this Job *

Submit

