



MBE Business Corporation Sdn Bhd holds the Master License to develop Mail Boxes Etc. (MBE) in Malaysia. Mail Boxes Etc. (MBE) is the world's leading business service retail franchise. Currently, Mail Boxes Etc. has over 6,000 active centres operating in more than 35 countries. Entrepreneur magazine has ranked Mail Boxes Etc. as the #1 Postal and Business Services Franchise in the world for eleven consecutive years. We offer professional business services such as mailbox, document, packing and courier services, and stationery supplies.

We are looking for applicants for the following position to be stationed at **Jalan Hutton, Georgetown, Penang.**

Retail Centre Associates

Responsibilities:

- Able to manage and oversee the shop's daily operations.
 - Process packages for Domestic & International Shipments
 - Pack content for shipping
 - Operate Fuji Xerox Machine (Print, Copy, Scan, & Fax)
 - Provide consultation & assist customers in shipping and packing solutions
 - Operate MYOB cashier system
 - And any other misc services provided by the shop
- Dedication and willingness to provide exceptional customer service.
- Strong interpersonal and verbal communication skills.
- Teamwork and commitment to meeting your team's goals.

Work Days / Hours:

- 6 days a week
- 9 AM to 6 PM

Benefits:

- Monthly salary from RM 1200 - RM 1600 (depending on experience)
- SOCSO & EPF
- Medical benefits
- Overtime & Public Holiday Allowance
- Annual Leave
- Will also offer perks like ad hoc bonuses and profit sharing if the company profits meet expectations - ask us for detail on these in the interview.

Requirements:

- Minimum SPM or equivalent
- Proficiency in English & BM, and the ability to converse in other languages will be advantages.
- Have basic computer knowledge. And able to use MS Office Word & Excel.
- Good communication and interpersonal skills, and able to work independently.
- Experience in retail/marketing/customer service will be an added advantage but not a must. On the job training will be provided.

Notes:

- This is not just another job, but possibly a fulfilling career if you are friendly and like liaising with customers.
- There will be career advancement, as when the company expands, you will likely be considered for senior position.
- College students and fresh graduates are encouraged to apply. But anyone with a minimum SPM is most welcomed to apply as long as you are friendly and willing to learn and work hard.

Interested candidates are requested to email a CV/bio-data, attaching a passport-size photograph to "**mbc.georgetown+career@gmail.com**".