



Vacancy

The **Sarawak Timber Association (STA)** was formed in 1971 and represents over 350 member companies dealing with the forest and timber industry. STA promotes the practice of sustainable forest management and the trading of legal timber; monitors world timber markets; assists to connect producers, buyers and investors with members; conducts training and research; and supports community and welfare service projects.

A team of dedicated staff in the Secretariat executes the work of the Association under the STA Council. The Association is now looking for suitable candidate to fill the vacant position of:-

MEMBER SERVICES OFFICER (STA)

Job Responsibility:

- Handling all matters related to membership for STA, such as application, renewal, withdrawal and maintain database on membership
- Handling issues affecting members in areas, such as labour, manufacturing, trade, etc
- Providing efficient services to STA members through timely dissemination of information and assistance required by members from time to time
- Organising meetings and events for members, such as Annual General Meeting, Committee Meetings, trade visits
- Providing administrative supports to the management

Job Qualification

Candidate must possess at least a degree in any discipline from any recognized university and have at least two years of relevant working experience; possess writing and communication skills, proficient in English and Mandarin, be knowledgeable in using the Microsoft Office in particularly Access and Excel. Knowledge on Societies Act and Companies Act will be an added advantage. Candidate must have good interpersonal communication skills; well-organised, goal oriented and very high attention to detail; good team player and able to work independently with minimal supervision.

An attractive remuneration package commensurate with his/her qualifications and working experience awaits the successful candidates.

Individuals with the relevant qualifications and experience are invited to submit an application to fill the above vacancy (indicating on the envelope the position applied for) together with (1) a resume (2) a photocopy of education/training certificates (3) a statement of expected monthly salary (4) contact address and telephone and (5) a recent passport-size photo (non-returnable) to:-

The Chief Executive Officer
Sarawak Timber Association
11 Floor, Wisma STA
26, Jalan Datuk Abang Abdul Rahim
93450 Kuching, Sarawak

Applications with the appropriate qualification and required documents will only be considered. The closing date for all applications is **30 November 2021**. Only short-listed candidates will be called for interview in **December 2021**.