



Vacancy

The **Sarawak Timber Association (STA)** was formed in 1971 and represents over 380 member companies dealing with the forest and timber industry. STA promotes the practice of sustainable forest management; monitors world timber markets; assists producers, buyers and investors to network; 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 candidates to fill the following vacant position.

MEMBER SERVICES OFFICER (STA)

Job Responsibility:

- Handling application, renewal, amendments, cancellation, withdrawal and any other matters relating to membership for Sarawak Timber Association (STA) in compliance with STA Memorandum and Articles (M&A)
- Providing efficient services to STA members through timely dissemination of information and any assistance required by members from time to time.
- Handling data entry and processing

Core Duties

- Matters related to STA membership
- Design, implement and maintain databases using Microsoft Access or other similar software
- Provide services to STA members which include handling trade matters, coordinating and organizing events and meetings
- Compile statistic and generate reports on market information

Job Qualification

Candidate must possess at least a degree in any discipline from any recognized university, preferably computing or science and have at least two years of relevant working experience; possess writing and communication skills with proficiency in English and Mandarin, mathematics and statistics skills, be knowledgeable in using the Microsoft Office in particularly Access and Excel. Knowledge on Registrar of Society and Company Act will be an added advantage.

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 vacancies (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 October 2020**. Only short-listed candidates will be called for interview in **November 2020**.