

## **COST VERIFY OFFICER (Fresh Graduates are Welcome)**

### **Responsibilities:**

- Reduce discrepancies of M&R activates for correctness.
- Improve TPC successfully collected at locations.
- Complete M&R PO and Cost input, for payment made at locations.
- Proforma generation and verification.
- Keep weekly M&R report up-to-date.
- Discrepancy and over charges of billing from repair and depots
- Verify M&R cost data provided by vendor and Sinspec in SOL.
- Follow-up issued TPC with local office for collected amount and chasing for outstanding.
- Identify the M&R defect and report to the Manager.
- Prepare M&R manual PO and upload onto SAP.
- Monitor and follow up equipment proforma and actual cost.
- Prepare M&R report.

### **Qualifications:**

- Bachelor degree in Business Administration or Economics. (Mathematical background is advantage)
- Male or Female, age 22 - 25 years old.
- Minimum 0-2 years of experience in sales/marketing in related field. (Fresh graduate are welcome)
- Good communication in English both written and spoken
- Computer literate and able to use Ms Office

**Please send resume (English) with your expected salary to [panlop.r@rclgroup.com](mailto:panlop.r@rclgroup.com)**