



**KOTRA  
PHARMA**

At Kotra Pharma, we believe that everyone deserves a healthier tomorrow. It's every individual's right to live a healthy life to the fullest, and thus, we are committed to bring top-notch health products to the world. By humanising healthcare, we see beyond instruments and medicines for the general well-being of everyone. If you want to make a difference in this industry, begin with us.



<p><b>Facility Engineer</b></p>	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>* Reports to Engineering Manager on all matters pertaining to general maintenance of the utilities in the factory.</li> <li>* Serve as liaison between the company and the various government agencies and contractors and clients (internal) on all maintenance projects.</li> <li>* Define budgetary requirements for all projects and other operations in area of responsibility.</li> <li>* Reviewing major critical spare parts inventory and availability to ensure minimal equipment downtime.</li> <li>* Ensure cost effective approval of purchases for spare parts, wear parts and consumables for Engineering Department.</li> <li>* To work together with Technical department for the upgrade of systems to meet regulatory requirements.</li> </ul> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"> <li>* Minimum Diploma/Degree in Mechanical, Electromechanical, Electrical, Electronic, Civil or Computer Engineering.</li> <li>* Exposed in HVAC, HT/LV, and Compressor System, Gaseous Control, Fire Protection System and Waste Water Treatment.</li> <li>* Preferably 1-2 years of experience in Facility Service/Manufacturing/Maintenance.</li> <li>* Able to work in Cleanroom environment and follow GMP strictly.</li> <li>* Independent nature with analytical approach personnel.</li> <li>* Able to perform and schedule building maintenance works.</li> </ul>
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<p><b>System Engineer (EM)</b></p>	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>* Reports to the Engineering Manager on all matters pertaining to system, operation and maintenance of the utilities in the factory.</li> <li>* Serve as liaison between the company and the various governmental agencies and contractors and clients (internal) on maintenance and operation matters.</li> <li>* Plan, budget, coordinate with QA, QC and Production to successfully execute all shutdown preventive maintenance and other activities for area of responsibility.</li> <li>* Define budget requirements for all projects and other operations in area of responsibility.</li> <li>* Ensure cost effective approval of purchases for spare parts, consumables for Engineering Department.</li> <li>* To work together with technical department for the upgrade of systems to meet regulatory requirements.</li> <li>* Participate and responsible for Fire Protection System and as a member of the safety and Health Committee ensure is compliance to the safety standards of DOSH.</li> </ul> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"> <li>* Minimum Diploma/Degree in Electrical, Electronics or Computer Science.</li> <li>* Experience in Cleanroom Monitoring System, Building Monitoring System, Extra Low Voltages (e.g Telephone, PA, LAN).</li> <li>* Some knowledge in Scada System.</li> <li>* Proficiency in ProEng, Autocad, Sketchup or any engineering design software.</li> <li>* Able to troubleshoot computer related problem and adhere GMP procedures.</li> </ul>
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<p><b>General worker</b></p>	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>* Reports to Supervisor on all matters pertaining to general cleaning and housekeeping of the factory.</li> <li>* Responsible for the day to day cleaning operations.</li> <li>* Ensuring the cleaning of common utilities (eg. Toilet, production floor, warehouse, Ceiling, drainage, Office floor, Tables, Warehouse racking etc).</li> <li>* Assist Store Assistant in their daily routine under direct supervision of Supervisor</li> <li>* To participate in any activities pertaining to training, safety, first-aid and fire-fighting organized by the company for the benefits of staff and company.</li> <li>* Any other jobs as directed by the Warehouse Supervisor, Materials</li> </ul>
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	<p>Management Executive, Plant Manager or the Managing Director.</p> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"><li>* Minimum with PMR/SRP/SPM or ILK/IKM certificates.</li><li>* Age 18 to 25 years old.</li><li>* Preferably with 1 or 2 years working experience.</li><li>* Able to perform Housekeeping and General Building Maintenance works.</li><li>* Willing to work long hours and receive command from supervisor.</li></ul>
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<b>Gardener</b>	<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"><li>* Reports to the Maintenance Supervisor on all matters pertaining to general cleaning and housekeeping of the factory.</li><li>* Responsible for the day-to-day gardening and cleaning operations.</li><li>* Ensuring the cleanliness of factory e.g. garden, trees, drainage, plants, grass, water the plants and etc.</li><li>* Ensuring the overall cleanliness outside factory and maintaining.</li><li>* Ensuring a safe working environment.</li><li>* To participate in any activities pertaining to training, safety, first-aid and fire-fighting organized by the company for the benefits of staff and company.</li></ul> <p><b><u>Job Specifications:</u></b></p> <ul style="list-style-type: none"><li>* Minimum with PMR/SRP/SPM or ILK/IKM certificates.</li><li>* Age 18 to 45 years old.</li><li>* Preferably with 1 or 2 years working experience.</li><li>* Exposed in landscaping and cleaning works.</li><li>* Keen on green pasture growth and able to schedule works for maintenance.</li></ul>
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Interested candidates are encouraged to apply. Kindly send your resume to:

**Recruitment, Human Resource Department**  
**Kotra Pharma (M) Sdn Bhd (90082-V)**  
**No. 1, 2 & 3 Jalan TTC 12, Cheng Industrial Estate**  
**75250 Melaka, Malaysia**

Or

E-mail to: [hr@kotrapharma.com](mailto:hr@kotrapharma.com)

