



ABOUT US

CREATING A
BETTER FUTURE

Progresssure Solar is an experienced Clean Energy Provider & Net Zero Partner that specializes in solar energy.

We provide turnkey solutions for solar PV system ownership from financing and consultation to engineering, procurement, construction, commissioning (EPCC), maintenance, and monitoring with leading technology in the market.

We pride ourselves in continually striving to deliver the best possible solution for our clients, ensuring a seamless and hassle-free transition towards greener solar energy.

We are also a Registered PV Service Provider (RPVSP) and a Registered Solar PV Investor (RPVI) under SEDA, myHijau, the Energy Commission (ST), and a G7 license holder issued by CIDB Malaysia.

Job Descriptions

Position: **Business Support Executive**

Roles & Responsibilities:

- Provide administrative support to the sales and support teams, including scheduling appointments, managing calendars, and preparing documents and reports.
- Commission distribution management.
- Trigger milestone invoicing to Finance Department.
- Act as a liaison between the sales and support teams.
- Assist with the preparation of company document for tender submission.
- Maintain project databases, ensuring accurate and up-to-date information.
- Perform other administrative duties as assigned from time to time.

Requirements:

- Bachelor's degree in business administration, marketing, engineering, or a related field.
- Minimum 1 year of experience in a similar role.
- Fresh graduates are also encouraged to apply.
- Proficient in Microsoft Office and CRM software.
- Detail-oriented with strong analytical and problem-solving skills.
- Comfortable working in a fast-paced, dynamic environment.
- Knowledge of solar PV systems and related technologies will be an advantage.
- Strong communication, organizational, and planning skills.