



McCalla Integrative Sdn. Bhd.

JOB TITLE: E-FILER

LOCATION: KUALA LUMPUR

About McCalla Integrative:

McCalla Integrative is a dynamic and innovative legal case management software start-up headquartered in Kuala Lumpur, Malaysia. We are committed to revolutionizing the legal industry by providing cutting-edge technology solutions that streamline and enhance legal processes for our clients. Our team is composed of highly motivated and talented professionals who are dedicated to driving innovation and delivering exceptional results.

Job Description:

We are seeking a detail-oriented and technologically proficient E-Filer to join our dynamic team. As an E-Filer, you will be responsible for ensuring accurate and timely electronic filing of various documents, maintaining compliance, and collaborating with team members to support administrative tasks. This role requires strong organizational skills, proficiency in relevant software, and a commitment to continuous learning.

Key Responsibilities:

1. **Electronic Filing:** Accurately e-file documents, ensuring compliance with deadlines and requirements.
2. **Document Management:** Maintain and organize electronic records, ensuring easy access and retrieval when needed.
3. **Quality Assurance:** Review and verify the accuracy of data and information before submitting electronic filings, ensuring compliance and minimizing errors.
4. **System Maintenance:** Stay updated with changes in e-filing systems, software and regulatory requirements, and assist in maintaining the organization's e-filing infrastructure.
5. **Collaboration:** Work closely with team members to support various administrative tasks, contributing to the overall efficiency of the organization.

Qualifications and Requirements:

To be considered for the E-Filer position, applicants must meet the following qualifications and requirements:

1. Diploma or equivalent, with relevant experience in e-filing, administrative support, or a related field.
2. 1-2 years experience in a Legal Firm, with proficiency in relevant e-filing software and platforms.
3. Strong organizational skills, with the ability to manage multiple tasks and prioritize workload effectively.
4. Excellent communication skills in English, both written and verbal, to effectively collaborate with team members and stakeholders.
5. A team player who can work collaboratively in a fast-paced, dynamic environment, demonstrating a commitment to continuous learning and professional growth.

We offer a competitive compensation package, opportunities for career growth, and a supportive work environment that values teamwork, integrity, and innovation. If you are an organized and tech-savvy individual with a passion for administrative support and e-filing, we encourage you to apply for this exciting opportunity to join our team as an E-Filer.