

No. 25B, Jalan Kajang Impian 2/1
Taman Kajang Impian
43650 Bandar Baru Bangi
Selangor



JOB DESCRIPTION

Position Title	Junior Executive (Admin / Business Development Pathway)
Location	Cyberjaya, Malaysia
Employment Type	Full-Time
Reporting To	Business Development & Operations Department

1. Overview

We are seeking a motivated and adaptable Junior Executive (Admin / Business Development Pathway) to join our team in Cyberjaya. This role is ideal for fresh graduates or junior-level candidates who are eager to build a strong foundation in business operations. The position begins with administrative responsibilities and is structured to progressively transition into Business Development and Sales. The objective is to develop a well-rounded professional capable of managing client relationships and driving business growth independently over time.

2. Key Responsibilities

- Assist with administrative operations including invoices, purchase orders (PO), contracts, and documentation
- Support coordination with internal teams, partners, and clients
- Maintain accurate records and support general business operations
- Gradually participate in client engagement and business development activities
- Assist in preparing sales presentations, proposals, and client-facing documents
- Support lead generation activities and maintain a basic sales pipeline tracker
- Update and manage CRM systems / client databases (if applicable)
- Coordinate and schedule client meetings, follow-ups, and internal discussions
- Conduct basic market research and competitor tracking to support business development strategies
- Assist in quotation preparation and commercial follow-ups with clients
- Support expense claims, procurement requests, and internal administrative approvals
- Help ensure timely follow-up on outstanding invoices and client communications
- Participate in internal sales meetings and take meeting notes / action items
- Assist with ad-hoc tasks as assigned by management

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3. Requirements

- Fresh graduates or junior candidates are encouraged to apply
- Adaptable, responsible, and eager to learn
- Business-oriented mindset with interest in sales and growth
- Strong communication and organizational skills
- Basic knowledge or understanding of the oil and gas industry is required

4. Career Development

This is a long-term development role where the successful candidate will receive mentorship and training to eventually take on independent business development responsibilities.

5. Application Process

Interested candidates are invited to submit resume to haqul@petropro.co.id or contact the hiring team for further information.

This document is intended for recruitment purposes only.