



**THE PURE LIFE SOCIETY
(SHUDDHA SAMAJAM)
(HOME FOR THE UNDERPRIVILEGED)**

JOB VACANCY

WELFARE ASSISTANT

Qualities:

- A love for the job among children.
- Going beyond one's line of duty
- Commitment, Innovation & Initiative in performance
- Ability to adapt, adjust & accommodate

Responsibilities:

- To be responsible over the well-being of girls of ages 5-18 and boys, ages 5-12, living within the Home for Orphans and the Underprivileged.
- To assist the Welfare Executive in day-to-day operation of the Home & Welfare department which including clerical works and dealing with government departments
- Any other jobs will be assigned from time to time.

Requirements:

- Strength of body, mind and spirit.
- SPM / Diploma qualification
- Experience in clerical works
- To possess excellent verbal and written knowledge of English and Bahasa Malaysia and preferably one other language
- A personality that commands respect, fear, compassion and firmness.

Attractive remuneration and benefits will be offered to the right candidates. Only shortlisted candidates will be called for an interview. Interested candidates can apply with resume and photograph to:

Admin & HR Department
The Pure Life Society
Batu 6, Jalan Puchong,
58200 Kuala Lumpur
Tel : 03-7782 9391 / 03-7785 1087 / 014-8632050
Fax No : 03-7784 6020 / 03-7785 1173
Email: info@purelifesociety.org.my