

Accounting

Role can be done as either a gig job or internship 😍

Projects Available

Filing & documentation

Issue purchase orders

Perform re-negotiation

Reconciliations

Issue monthly statement of account

Debtors' aging report

- Sign up for Qwork → Enter referral code



UMLY2020

- Apply for internship

Fill out the form & wait for notification:



bit.ly/QworkApplyForm

- Or apply for gig jobs

Fill out the form & wait for notification:



bit.ly/GigQwork



Auditing

Role can be done as either a gig job or internship 🥰

Projects Available

Prepare & manage audit budgets

Verify company financial information

Create & manage internal auditing systems

Create internal audit scope

Build annual plans

And many more!

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Business Development/Sales

Role can be done as either a gig job or internship 🥰

Projects Available

Writing business proposal

Conduct networking events

Conduct cold calls

Alliances with strategic partners

Negotiate contracts & packages

Conduct sales visits

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Content Creator

Role can be done as either a gig job or internship 🥰

Projects Available

Write, review, edit
& update blogs

Write, review, edit
& update websites

Write, review, edit
& update on social
media channels

Create contents to
manage customer
experience

Contextualize
research output

And many more!

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Copywriting

Role can be done as either a gig job or internship 🥰

Projects Available

Write
for Website

Write content for
social media
channels

Write for
marketing
campaigns

Write
persuasive report

Create proposal

Create
Newsletter

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Customer Service/ Admin Support

Role can be done as either a gig job or internship 🥰

Projects Available

Log
incoming calls

Manage customer
or client
inquiries

Assist with
mailings &
print production

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Digital Production

Role can be done as either a gig job or internship 🥰

Projects Available

Create videos

Create website development

Create online advertising

Create e-mail marketing

Design new digital projects

Create posters

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Graphic Design

Role can be done as either a gig job or internship 🥰

Projects Available

Create logo

Create banners

Pitch creative concepts

Create website interfaces

Design new digital projects

Create posters

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Human Resources

Role can be done as either a gig job or internship 🥰

Projects Available

Create
Hiring process

Create candidate
hiring criteria

Create job
description

Conduct
reference check

Arrange
candidate
interviews

Create
termination
paperwork

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PART-TIME PEKERJA AM

PHOTOBOOK

Qwork



RM 64/Day



Lot 23004, 7, Jalan Bukit
Kemuning Seksyen 34,
40460 Shah Alam



Isnin - Jumaat
Sabtu (Separuh Hari)



8:30am-5:30pm
8:30am-12:30pm (Sabtu)

Skop Kerja:

- ✓ Menyusun, memotong, menyelesaikan kemasan & pembungkusan produk.
- ✓ Melakukan pengemasan pengeluaran (housekeeping)
- ✓ Melaksanakan pemeriksaan kualiti pada produk.
- ✓ Melaksanakan tugas lain yang diarahkan oleh pihak atasan.

Syarat-Syarat:

- ✓ Lengkap 2 Dos vaksin Covid-19
- ✓ Sihat tubuh badan dan berdisiplin
- ✓ Mempunyai kenderaan sendiri
- ✓ Memerlukan pekerja perempuan
- ✓ Warganegara Malaysia

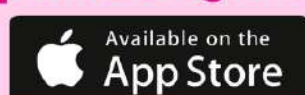
Berminat sila hubungi:

013-9924169 (Attiff)

018-7684230 (Dhana)



Muat turun Aplikasi Qwork



PART-TIME PICKER & PACKER

THEROMOMIX SDN BHD



RM 72/Day



**Thermomix
Sunway Damansara
Technology Park**



**Isnin - Jumaat
Sabtu (Separuh Hari)**



**9.00am-6.00pm
9.00am-3.00pm (Sabtu)**

Skop Kerja:

- ✓ Menyusun dan mengemas produk berdasarkan pesanan harian
- ✓ Memastikan bungkusan dihantar dalam keadaan baik
- ✓ Memastikan barang diperiksa sebelum dipos

Syarat-Syarat:

- ✓ Boleh bekerja dengan rajin dan jujur
- ✓ Lengkap 2 Dos vaksin Covid-19
- ✓ Sihat tubuh badan dan berdisiplin
- ✓ Mempunyai kenderaan sendiri
- ✓ Sekiranya bekerja dengan baik berpotensi untuk diserap ke jawatan tetap
- ✓ Warganegara Malaysia



Berminat sila hubungi:

013-9924169 (Attiff)

018-7684230 (Dhana)

Muat turun Aplikasi Qwork



PART-TIME E-COMMERCE DELIVERY DRIVER

Qwork

DHL



< 3KG RM2.00/Parcel
> 3KG RM3.00/Parcel
> 10KG RM3.50/Parcel



Klang Valley
DHL Depot



By request at depot



8.30am-6:00pm

Job Description:

- ✓ Delivery DHL parcel (Min 50 - 80 parcel/day)
- ✓ Make sure parcel send in good condition

Requirements:

- ✓ Must have valid driving license (D)
- ✓ Have minimum sedan car
- ✓ Need to have android smartphone
- ✓ Malaysian citizen



Additional Information:

- ✓ **DHL Depot:** Ampang, Kuchai Lama, Shamelin, Klang, Kota Kemuning, Damansara, Petaling Jaya, Kepong, Rawang, Cyberjaya, Seremban, Puchong, Subang, Wangsa Maju & Batu Caves
- ✓ Need to pay RM 17 for background check

Interested please contact:

018-9104609 (Azreen)
011-28721287 (Tasha)
011-54143108 (Laila)

Download Qwork App



PART-TIME HOUSEKEEPER

HOTEL ROYALE CHULAN



RM 54.4/Day



**Royale Chulan
Damansara**



By request



**8 hours
(schedule will be given)**

Job Description:

- ✓ Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing
- ✓ Ensure all rooms are cared for and inspected according to standards
- ✓ Deal with reasonable complaints/requests with professionalism and patience

Requirements:

- ✓ Customer-oriented and friendly
- ✓ Prioritization and time management skills
- ✓ All black uniform
- ✓ Malaysian citizen
- ✓ Age must be 18-35 years old



**Interested please contact:
019-9167281 (Nureena)
012-2671707(Aishah)**

Download Qwork App



PART-TIME RIDER

ZALORA



RM 32/Day



**Blok A Mapletree
Seksyen 23
Shah Alam**



Isnin - Jumaat



**10.00 AM - 2.00 PM
(4 Jam Sahaja)**

Skop Kerja:

- ✓ Mengumpul semua dokumen di gudang Zalora Shah Alam Seksyen 23
- ✓ Pastikan semua butiran dalam dokumen lengkap
- ✓ Dapatkan pengesahan dari pejabat TASCOT, Lot No 1A, Persiaran Jubli Perak, Jalan 22/1, Seksyen 22, 40300 Shah Alam, Selangor



Syarat-Syarat:

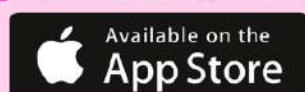
- ✓ Mempunyai lesen yang sah untuk B2 (Motosikal sahaja)
- ✓ Mempunyai motosikal dengan keadaan yang baik
- ✓ Rajin dan berdisiplin
- ✓ Sekiranya mempunyai pengalaman dalam penghantaran akan menjadi kelebihan
- ✓ Warganegara Malaysia

Berminat sila hubungi:

013-9924169 (Attiff)

018-7684230 (Dhana)

Muat turun Aplikasi Qwork



PART-TIME WAREHOUSE ASSISTANT

Signature Market



RM6.40/Hour
(1 Hour break)



**Medan Connought,
Cheras**



By Request



9.00 AM - 6.00 PM

Job Description:

- ✓ Pick & pack items in warehouse
- ✓ Prepare & complete orders for delivery/pickup according to schedule
- ✓ Adhere to Safety Regulations

Requirements:

- ✓ Age must be in range 18 - 29 years old
- ✓ Must wear a T-Shirt & sport shoes
- ✓ Able to commit to work & able to do as instructed by supervisor
- ✓ Malaysian citizen

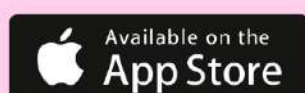


For more info please contact:

018-9104609 (Azreen)

011-56223108 (Laila)

Download Qwork App



PART-TIME SALES & WAREHOUSE ASSISTANT

SSF



RM72/Day



**Glenmarie
Industrial Park,
Shah Alam**



**5 Day/Week
(Rotational Shift)**



**10.00am-7.00pm
(1 Hour Break)**

Job Description:

- ✓ Pick and pack items in warehouse
- ✓ Prepare and complete orders for delivery or pickup according to schedule
- ✓ Assisting on doing sales and marketing



Requirements:

- ✓ Can commit with rotational shift work
- ✓ Black Shirt, Comfortable Pants, And Sport Shoes
- ✓ Malaysian Citizen and age range 19 - 35 years old

**Interested please contact:
013-9924169 (A`ttiff)**

Download Qwork App



PART-TIME WAREHOUSE ASSISTANT

ZALORA



RM9.50/Hour



**Blok A Mapletree
Seksyen 23
Shah Alam**



**5 Day/Week
(Rotational Shift)**



**6.00am-2:30pm
3:30pm-12.00am**

Job Description:

- ✓ Pick and pack items in warehouse
- ✓ Prepare and complete orders for delivery or pickup according to schedule
- ✓ Adhere to safety regulations

Requirements:

- ✓ Can commit with rotational shift work
- ✓ White T-Shirt and Zalora rubber shoes
- ✓ Malaysian Citizen and age range 18 - 45 years old



Additional Information:

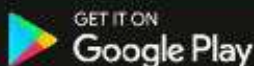
- ✓ Free RTK Covid Test provided.
- ✓ Zalora rubber shoes can be purchased at registration

Interested please contact:

019-9167281 (Nureena)

012-2671707(Aishah)

Download Qwork App



Public Relations

Role can be done as either a gig job or internship 🥰

Projects Available

Create
press release

Build
case studies

Media
summaries

Media
coverage analysis

PR
impact report

Alliances
with new media

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Social Media Marketing

Role can be done as either a gig job or internship 🥰

Projects Available

Campaign
Creation

Conduct
competitor
analysis

Campaign
Benchmarking

Content creation

Conduct
live streams

Recommendation
Report

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Software Development

Role can be done as either a gig job or internship 🥰

Projects Available

Create & design application

Monitor program continuity

Create flowcharts

Write & implement efficient code

Benchmarking software programs

Evaluate new programs & generate feedback report

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UX/UI Design

Role can be done as either a gig job or internship 🥰

Projects Available

Create storyboards

Create process flow

Create sitemaps

Build page navigation buttons

Build search fields

Design interface menus

- Sign up for Qwork → Enter referral code



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bit.ly/GigQwork



Web Development

Role can be done as either a gig job or internship 😍

Projects Available

Create & test applications for websites

Monitor website traffic

Build product using HTML/CSS/Javascript

Build interfaces from wireframes & designs

Present design specs

Troubleshoot website problems

- Sign up for Qwork → Enter referral code



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