


If you have any enquiries, you may contact us at 03-5569 4848 (Ms. Nancy) or email at salesadmin@amedix.com.my.

	<h1>INTERNSHIP & FULL-TIME OPPORTUNITIES</h1> <p>at Amedix Sdn. Bhd.</p>	
<p>Amedix Sdn Bhd is offering internship and entry-level opportunities for enthusiastic students or recent graduates to gain hands-on experience and new perspectives in a highly-specialised industry. Whether you're studying or recently graduated, Amedix supports you with a collaborative environment to learn and contribute to meaningful work while being supported by experienced mentors.</p>		
About Us	<p>Founded in 1990, Amedix Sdn Bhd is a trusted leader in the Malaysian dental industry. For over 30 years, we've supplied innovative and reliable dental equipment to private and government clinics, hospitals, and dental institutions nationwide.</p> <p>We provide everything a dental clinic needs to start, run, maintain, and grow – from diagnostic tools and treatment devices to sterilization systems and patient care consumables. Our partnerships with world-renowned dental brands and our dedication to service excellence make us a reliable name in the field.</p> <p>At Amedix, we value fresh ideas and driven individuals. Whether you're a fresh graduate or a student seeking internship experience, we invite you to explore opportunities with us and gain real-world exposure in a dynamic, fast-growing industry.</p>	
Why Join Us?	<ul style="list-style-type: none">• 35 years of industry excellence• Hands-on learning with premium dental equipment• Exposure to private & government healthcare sectors• Friendly and experienced mentorship• Opportunities for growth and long-term career development	
Eligibility	University students and fresh graduates	
Duration	<ul style="list-style-type: none">• Internship: Minimum 3 months (preferably graduating interns)• Full-time entry-level roles: Immediate availability	
Location	Lot 7, Jalan Pengacara U1/48, Temasya Industrial Park, 40150, Shah Alam, Selangor, Malaysia.	
Areas of Opportunity offered	<ul style="list-style-type: none">• Accounting• Engineering• Marketing & Sales• Operations	
Benefits	<p>Full-time</p> <ul style="list-style-type: none">• Parking claims• Shared incentives• Medical insurance• Personal accident coverage• Medical, dental and other miscellaneous allowance	<p>Internship</p> <ul style="list-style-type: none">• Internship allowance• Certificate of completion• Mentorship and hands-on training• Opportunity to be absorbed as a full-time employee
Ready to apply?	Send your resume to salesadmin@amedix.com.my (scan the QR), or contact 03-5569 4848 (Ms. Nancy).	



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	ACCOUNTS EXECUTIVE ACCOUNTS RECEIVABLE Role Description
The Accounts Executive - Accounts Receivable is responsible for managing incoming payments, maintaining accurate records of customer accounts, and ensuring timely collection of outstanding receivables. This role plays a critical part in maintaining the company's cash flow and financial health through diligent monitoring and reporting of account balances.	
Location	Lot 7, Jalan Pengacara U1/48, Temasya Industrial Park, 40150, Shah Alam, Selangor, Malaysia.
Responsibilities & Contributions	<ul style="list-style-type: none">• Record and file daily payments in the accounting software to update customer balances and ensure accurate records for audit and internal reference.• Organize and maintain systematic filing of invoices, credit notes, and other relevant records.• Generate aging reports to support financial planning and review.• Monitor overdue accounts and follow up with customers for payment.• Prepare and send monthly statements of accounts to help customers reconcile balances and support collection efforts.• Respond promptly to enquiries related to aging and collections; provide relevant supporting documents as requested by customers or internal departments.
Skill Requirements	<ul style="list-style-type: none">• A diploma / degree in Accounting / Business Administration / Finance, or a related field.• Strong communication and interpersonal skills.• Strong analytical thinking skills and detail-oriented.• Familiarity with SAGE ACCPAC Accounting Software is an added bonus.
Benefits	<u>Full-time</u> <ul style="list-style-type: none">• Dental• Medical• Medical Insurance• Parking• Commission sharing scheme for office-based staff, recognizing the value of teamwork and collective contributions

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	<h1>TECHNICAL ENGINEER</h1> <h2>Role Description</h2>	
As part of the technical team, you are responsible for supporting the technical team in maintaining, servicing, and inspecting dental equipment, liaise with clients, provide basic training, and assist in resolving technical issues while promoting long-term service relationships and equipment use efficiency.		
Location	Lot 7, Jalan Pengacara U1/48, Temasya Industrial Park, 40150, Shah Alam, Selangor, Malaysia.	
Responsibilities & Contributions	<ul style="list-style-type: none">• Reports directly to the Technical Coordinator and is accountable for the timely and accurate execution of assigned technical responsibilities.• Responsible and accountable for assigned tools, and for ensuring that all equipment consistently meets and maintains the required performance standards.• Attending dental equipment breakdown and servicing promptly.• Conduct site inspections as required to ensure that the design specification has been prepared.• Acquire basic understanding of dental terminology and clinical treatments.• To provide training to clients on our range of products if needed.• To understand the application of the equipment by the dental professionals to better provide consultation in maximizing equipment functionality.• Liaise with clients on technical issues and be the point of contact for clients technical complaints.• Establish a relationship with clients to generate requests for service agreement and sales leads.	
Skill Requirements	<u>Essential</u> <ul style="list-style-type: none">• Possess or currently pursuing a Diploma or Bachelor's Degree engineering field or Mechatronics discipline, or a related field.• Candidates undergoing internship placement in the last semester are preferred.• Good verbal and written communication skills in Bahasa Malaysia & English. Additional languages are an added bonus.• Collaborative, good interpersonal skills• Pro-active and willing to learn• Must be able to commit a minimum of 3 months (applicable to interns only)• Must be willing to travel within Klang Valley, preferably with own transport.	
Benefits	<u>Full-time</u> <ul style="list-style-type: none">• Medical• Miscellaneous allowance• Dental• Parking• Commission• Shared Incentives• Personal Accident Coverage• Medical Insurance	<u>Interns</u> <ul style="list-style-type: none">• Monthly allowance• Mentorship and hands-on training• Certificate of completion• Opportunity for full-time consideration upon graduation• Parking



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	<h1>SALES CONSULTANT</h1> <h2>Role Description</h2>	
As a sales consultant, you are responsible for maintaining strong customer relationships, conducting market research, and assisting in the execution of marketing initiatives such as exhibitions and seminars. You will also contribute to the company's mission of elevating dental care in Malaysia by promoting innovative solutions and sharing clinically relevant insights.		
Location	Lot 7, Jalan Pengacara U1/48, Temasya Industrial Park, 40150, Shah Alam, Selangor, Malaysia.	
Responsibilities & Contributions	<ul style="list-style-type: none">Engage with customers assigned on a regular basis to maintain existing business relationships.Conduct market research as needed.Invest in self-education on the dental industry and company portfolio of products.Achieve annual sales target (applicable to full-time staff).Support the team in executing marketing strategies such as trade exhibitions or dental seminars.Assist the company in establishing unique and transformative solutions to the dental community to deliver a better treatment experience and outcome to the general public.Uplift the standard of dentistry in Malaysia by providing clinically relevant and up-to-date information that assists in introducing new perspectives.	
Skill Requirements	<ul style="list-style-type: none">Possess or currently pursuing a diploma/degree in Marketing / Business / Mass Communications, or a related field.Good verbal and written communication skills in Bahasa Malaysia & English. Additional languages are an added bonus.Strong communication and interpersonal skills.Proactive and self-motivated to connect with our clients.Previous sales experience within the dental industry is beneficial.Must be willing to travel within Klang Valley, preferably with own transport.	
Benefits	<u>Full-time</u> <ul style="list-style-type: none">MedicalMiscellaneous allowanceDentalParkingCommissionShared IncentivesPersonal Accident CoverageMedical Insurance	<u>Interns</u> <ul style="list-style-type: none">Monthly allowanceMentorship and hands-on trainingCertificate of completionOpportunity for full-time consideration upon graduationParking



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AMEDIX	OPERATIONS EXECUTIVE Role Description
The Operations Executive is responsible for supporting the day-to-day operational activities related to invoicing, inventory movement, logistics, and warehousing coordination. This role ensures smooth execution of internal processes and timely delivery of goods to support business operations efficiently.	
Location	Lot 7, Jalan Pengacara U1/48, Temasya Industrial Park, 40150, Shah Alam, Selangor, Malaysia.
Responsibilities & Contributions	<ul style="list-style-type: none"> • Generate and issue accurate invoices based on confirmed orders. Ensure billing details are correct and coordinate with the Accounts Department to resolve any discrepancies. • Manage internal stock transfers among departments. Record and track inventory movement accurately and complete all required documentation. • Monitor delivery status for all stock movements and provide timely updates to relevant teams or customers. Liaise with logistics partners to ensure prompt delivery. • Coordinate transport logistics and plan efficient delivery schedules. Ensure goods are properly packed, labeled, and dispatched on time. • Assist with daily warehouse operations including stock-in and stock-out. Participate in stock counts from time to time.
Skill Requirements	<ul style="list-style-type: none"> • Possess or currently pursuing a Diploma / Degree in Business Administration / Accounting, or a related field. • Effective communication and interpersonal skills. • Detail-oriented and good organisational skills • Strong problem-solving skills and ability to calmly resolve challenging technical issues.
Benefits	<u>Full-time</u> <ul style="list-style-type: none"> • Dental • Medical • Medical Insurance • Parking • Commission sharing scheme for office-based staff, recognizing the value of teamwork and collective contributions

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