



Consulate of Malaysia  
(Education Section)  
Malaysian Students Department Australia

67, Victoria Road, Bellevue Hill,  
NSW 2023, Australia.

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Web : [www.msda.org.au](http://www.msda.org.au)  
Email : [contact@msda.org.au](mailto:contact@msda.org.au)

## Post : DRIVER / GENERAL WORKER

Malaysian Students Department Australia (MSDA) is looking for a dynamic and enterprising person who is willing to work in a positive and independent manner to fill in the post noted above.

The successful applicant should have a valid driving license, extensive years of driving experience, knowledge and understanding on motor vehicles maintenance and excellent communication skills with teamwork spirit. Advanced skills in computer would be an advantage.

The job also involves general duty (office driver, dispatch letters, clerical work and small/minimal garden work) at the Consulate office. The successful applicant will need to demonstrate the following:

- Professional manner, style and work ethics
- Self Starter
- Attention to detail
- Strong customer service orientation
- Ability to manage multiple tasks
- Excellent interpersonal communication skills
- Ability to work independently and as part of a team
- Be able to liaise with variety of clients (VIPs, professionals, students, local authorities, etc)

Application should be done in writing and submit CV/resume to:  
[contact@msda.org.au](mailto:contact@msda.org.au)

Closing date : 21 June 2010

Only short listed candidates will be called for interview.

  
**ZAHARI LONG**  
Vice Consul / Acting Head Of Post  
Consulate of Malaysia  
Sydney, Australia.  
10 June 2010

