



**EDUSPEC  
HOLDINGS BHD**  
The No.1 K12 IT Education Provider in Asia

## **INTERNAL AUDITOR – CORPORATE AFFAIRS EXECUTIVE**

### **Responsibilities:**

- Perform audit assignments compliance with internal policies and procedures to protect the company's interest.
- Assist to perform timely follow up on the management action plans for audit findings.
- Discuss and conduct interview with relevant personnel on the findings and recommendation in accordance with audit plan.
- Follow up on the management responses for audit findings highlighted in draft report to ensure timely issuance of final report.
- Manage follow up process on obtaining reply on the implementation status on the recommendations.
- Assist in preparing and assessing on the efficiency and effectiveness of Standard Operating System (SOPs) for the department.
- Prepare and review memorandum of understanding to ensure compliance with the legislation.

### **Requirements:**

- Candidate must possess at least a Degree in Business Administration/ Management or equivalent.
- At least 1 year of working experience in the related field.
- Certified Internal Auditor (CIA) is added advantage.
- Required language: Chinese, English, Bahasa Malaysia.
- Reliable and maintain highly confidential information.
- Fresh graduates are encouraged to apply.
- Full time position available.

Interested applicants should email resume to [hr@eduspec.com.my](mailto:hr@eduspec.com.my) stating current and expected salaries and contact number.

You may visit us at [www.eduspec.com.my](http://www.eduspec.com.my) to get more details.

*Only shortlisted candidate will be notified.*