

Key responsibilities

- Assist in organising Halal Assurance System documentation.
- Assist in maintaining the halal ingredients master list.
- Assist in reviewing raw material halal certificates and suppliers' documentation.
- Perform other related duties and responsibilities as assigned by your superior from time to time.

Requirement

- Possess at least a Diploma in related fields (e.g., Halal Management/Food Science/Food Technology).
- Interest in halal certification, food safety, and quality systems.
- Basic knowledge of JAKIM added advantage.
- Detail-oriented, responsible, and eager to learn.
- Good written and verbal communication in English and Bahasa Malaysia.
- Able to work independently and within a team environment.