

RICOH
imagine. change.

Be the Star with Ricoh!

A close-up photograph of a person's hand holding a small, transparent glass globe. The globe is held between the thumb and index finger, with the other fingers curled. The globe is slightly tilted, showing a reflection of the person's face and the background. The person is wearing a dark suit jacket and a light blue shirt. The background is a soft, out-of-focus white.

About Us

Ricoh is a global technology company specializing in office imaging equipment, production printing solutions, document management systems and IT services. Headquartered in Tokyo, Ricoh Group operates in about 200 countries and regions.

In Malaysia, Ricoh operates through 7 offices located at Shah Alam (Head Office), Alor Setar, Penang, Ipoh, Malacca, Johor Bahru, Kota Kinabalu, and through our channel partners to cater to our fast growing customer base.

Ricoh also produces award-winning digital cameras and specialized industrial products. It is known for the quality of its technology, the exceptional standard of its customer services and sustainability initiatives.

Under its corporate tagline, **imagine. change.** Ricoh helps companies transform the way they work and harness the collective imagination of their employees.

The Perfect Second Home



VISION STATEMENT

To be the most trusted brand with irresistible appeal in the global market.

MISSION STATEMENT

At the Ricoh Group, we are committed to providing excellence to improve the quality of living.

VALUE STATEMENT

To be one global company, we must care about people, our profession, our society, and our planet. We must dedicate our winning spirit, innovation and teamwork to sharpen our customer centric focus, and we also must commit to the highest standards of ethics and integrity.



The Ricoh Way

Ricoh founder, **Kiyoshi Ichimura**, formulated the **The Spirit of Three Loves** in 1946. These Principles inform how we do business, encouraging us to constantly improve so that we may contribute to the wellbeing of all our stakeholders.

The principles embody Mr. Ichimura's dedication by championing mutual respect, contributing to society by cherishing the planet, and encouraging our people to find meaning in work and passionately take on new challenges.

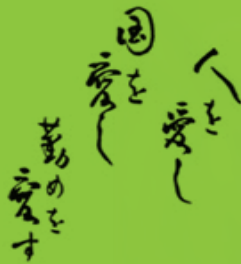
The Spirit of Three Loves

by Kiyoshi Ichimura, Founder

"Love your neighbour"

"Love your country"

"Love your work"





imagine. change.

Making Big Ideas Happen



imagine. change. describe the way we work with each other, the way we bring value to our customers' businesses, the way we interact with the market. They express our belief in the creative potential of individuals and organizations, our emphasis on forward thinking and positive results.

We do this by:

- Delivering innovation through imagination and ideas
- Delivering excellence on time
- Providing customer centric solutions

imagine. change. It is more than just a tagline. It is the essence of the Ricoh brand experience.

What Makes Us So Outstanding?

A brand trusted by the information society.

Major Awards and Recognition



**The Global 100 Most Sustainable
Corporations in the World:
Selected for 9 consecutive years**

Corpoiate Knights, Inc. (Canada)



**World's Most Ethical Companies:
Selected for 5 consecutive years**

Ethisphere Institute (USA)



**FTSE4Good Index Series:
A component for
10 consecutive years**

FTSE International Limited (UK)



**Dow Jones Sustainability World Indices:
A component**

S&P Dow Jones Indices (USA)
RobecoSAM (Switzerland)

*Ricoh is the only organization in the Office Automation Industry to win the Deming Prize,
manufacturing's highest award for Quality Control and Design twice.*

Our commitment to social responsibility is woven into our corporate DNA, and it has always been part of the Ricoh way – the foundation of all our business activities.



Paper Reduction
Reduce, Reuse, Recycle



Energy Efficiency
Innovative Quick Start-Up
(QSUI Technology)



**Carbon Footprint
Reduction**
Green Product Design
Reduce Environmental
Impact



Lifecycle Solutions
From Design Through
End-of-Life Recycling

We achieved ISO standards, but we felt we could contribute more.

We also make a big effort to make a positive impact in society.

Our sincerity and passion for the RICOH Values of harmonizing with the environment, simplifying life & work, and supporting knowledge management, help people move their ideas forward.

Start making a change today. Go ECO with Ricoh!

A pair of hands, palms up, holding a large, vibrant red heart. The background is a gradient of red and orange, with faint geometric patterns. The text is centered on the heart.

*People are at the
Heart of Everything
We Do*

At Ricoh Malaysia, we utilize our core competencies to create new business lines consistent with our sustainability objectives and strategies. Building on our proven legacy of work style innovation, we are always looking for quality people with the talent, skill and expertise that can help us change the way people work.

We have career opportunities in a variety of functions:

- > Sales
- > Consulting
- > Project Management
- > Customer Service
- > Engineering
- > Finance & Accountancy
- > Administration
- > Human Resources
- > Information Technology
- > Marketing

Our door is open to interns, fresh graduates as well as experienced professional who wish to pursue a rewarding career with Ricoh Malaysia.

*We are a high performance-driven culture,
placing a great value on differentiated rewards
and employee's development, be it on a personal
or professional level.*

HIGH PERFORMANCE CULTURE

COMPETENCY FRAMEWORK

CORE

- Winning Spirit
 - Innovation
 - Teamwork
- Customer Centric
- Ethics & Integrity

FUNCTIONAL

- Communication & Coordinating
 - Content Delivery
 - Policy & Control
 - Managing Risks
 - Customer Focus
- Planning & Implementation
 - Process Management
 - Financial Management
 - People Mobilization
 - Research & Analysis

LEADERSHIP

- Inspires, Develops & Empowers People
 - Focus on Customers
 - Designs the Future
- Leaders & Manage Change
 - Delivers Result
- Demonstrate Character & Integrity

ACQUIRE

HUMAN CAPITAL
PLANNING

RECRUITMENT &
SELECTION

ONBOARDING

DEVELOP

PERFORMANCE
MANAGEMENT

INDIVIDUAL
DEVELOPMENT
PLAN

TALENT REVIEW

SUCCESSION
PLANNING

RETAIN

TOTAL REWARDS

VALUES / CULTURE

WORK
ENVIRONMENT

Roadmap to an
exciting and
rewarding career
in Ricoh

E-RECRUITMENT PORTAL

The journey starts here...

1

**POSITION
APPROVAL**

2

JOB BROADCASTING

Advertising through job
portals, social media
and talent community

3

4

**EASY
APPLY**

6

**CANDIDATE
ASSESSMENT**

Case Study, DISC, Job
Profiling & Technical Test

5

PRE-SCREEN



7

SHORTLISTING

Candidate shortlisting based on selection criteria and assessment



8

INTERVIEWS GUIDES & SCHEDULING

A guide to identify the best fit talent against job profile

9

INTERVIEWS

Competency based interview selection process



10

BACKGROUND CHECKS

Professional reference checks to identify best fit candidate



11

ONBOARDING

Induction program & HRIS Enrolment





WINNING SPIRIT

"In everything you do, you must have the passion, commitment and the right attitude. Persevere the hard times as rewards and recognition is taken very seriously by the management team – they are always on the lookout for these positive qualities and are always looking for ways to support your growth."

James Yap - Business Solutions

INNOVATION..

"Ricoh offers a free-to-share environment that encourages innovation and creativity. If you ever find yourself stuck in a rut, Ricoh engages staff through programmes that rejuvenate innovations and a variety of trainings that will equip you with the necessary skills."

Alice Lee - Business Solutions



TEAMWORK...



"I truly have found a family in Ricoh and I am glad that I am able to represent Ricoh."

Sabariah - Service Operations



"A great place to work for many reasons. The amazing and friendly people here at Ricoh make working as a team seamless and effortless."

Sakuntalathevi - Service Operations



REWARDING CAREER EXPERIENCE...

"With the various open doors Ricoh gifted me, I was able to experience different positions, granting me the opportunity to learn more skill sets and to meet more people. Nothing comes easy, but Ricoh always looks out for those who work with a passion and dedication for the company; always do your best to deliver results, align yourself with the vision and direction of the company and you will be rewarded for all the hard work put in."

Alex Chung - Service Operations

FULFILLING YOUNG POTENTIALS...

"Ricoh always encourages development in its employees; always looking for potentials; always grooming and nurturing them to create a better version of themselves and to grant those opportunities to achieve their dreams. With Ricoh being one of the most innovative brands in the world, I am, without a doubt, more than proud to be a part of it."

Augustine Quek - Business Solutions



"Working with Ricoh will provide a good testimony for your future investments. We're not born to be sales professionals, but we're made to be – and Ricoh has given me the perfect opportunity to fulfil that role by making the people its priority."

Lum Ting Shin - Business Solutions

We provide opportunities for graduates to shine. Join us in realizing your true potential through our Sales Trainee Program.

Joining Ricoh as a Sales Trainee has given me an opportunity to learn and progress in my career. It was a fruitful experience to work with cross functional teams with varied experience levels. As a Sales Trainee, I was able to personally experience the daily job scopes and the working environment of each respective departments, including branches. I enjoyed every moment of the Sales Trainee Programme. It was an awesome experience for a fresh graduate like myself! The knowledge and skills which I have gained through the programme have assisted me in achieving numerous awards such as 'New Born Star' and 'Top Sales Performer' during my second year with the company. My efforts were also rewarded through the company's sales incentives trips to Korea, Japan, Guilin and Paris.

Jason Foo
Account Executive, Business Solutions - Joined Ricoh since July 2012

What do we look for?

- Graduates with a relevant Degree or Diploma with less than one (1) year professional working experience.
- A mix of Challengers, Innovators and Winners!

Our remuneration package:

- Competitive income with fixed allowances
- Extensive Benefits Packages including Dental and Insurance
- Additional EPF Contribution from Company

How to apply?

Deposit your most updated resume to us via our Ricoh Career Portal at <http://www.ricoh.com.my/about/Career.aspx>



Take Your Career In The Right Direction...

This specially tailored 3 to 6 months structured Sales Trainee Program includes:

- Exciting job rotations at various Business Units
- Functional training such as Essential Selling Skills, Solutions Selling Skills & Strategic Account Management
- Mentoring with experienced Seniors through going on field and meet customers
- Invaluable exposure in the Departments' work and culture
- Networking opportunities within the Ricoh Group



Why Join Us?



- ★ Competitive Salary & Incentives
- ★ Extensive Benefits Packages including Dental and Insurance
- ★ Additional EPF Contribution from Company
- ★ Unbridled Career Opportunities
- ★ Comprehensive Training & Development
- ★ Rewards & Recognition
- ★ Going Home Knowing that You Made a Difference

If you're interested in helping people to work smarter, faster, harder and better than they ever have before, consider joining the technology leader – Ricoh!

*Step up to the challenge,
open a world
innovation!*

RICOH IS THE PATH TO A PROMISING CAREER

Providing a safe environment that promotes growth and development, we create a place to learn, grow and build relationship that last a lifetime.

*Come join us now!
Let us bring out the best in you!*

RICOH (MALAYSIA) SDN BHD (10078-W)

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For interested candidate, you may visit our Ricoh Career Webpage at <http://www.ricoh.com.my/about/Career.aspx> for further details.