

Admin Assistant

Responsibilities:

- Coordinate and manage departmental administrative need.
- Liaise with employees in other departments and external contacts/clients pertaining to administrative matters of the department/division.
- Typing, photocopying, scanning and faxing documents.
- Compiling data for analysis.
- Coordination of meetings/appointments & etc.
- Ensure that the administrative records of department/division are kept up-to-date and necessary fillings are made available on a timely basis.
- Support the coordination of activities, events and other initiatives organized by the department/division.

Requirements:

- Sijil Pelajaran Malaysia (SPM). Ideally Diploma graduates.
- Minimum 3 years working experience in administrative and office management.
- High enthusiasm and creativity.
- Proficient in MS Office applications.
- Strong written and verbal communication skill.
- Attention to detail, organized and good time management.
- Good interpersonal skill, self-motivated, observant, and a team player.
- Honest, trustworthy, respectful and demonstrate sound work ethics.