

Admin Assistant

JOB DESCRIPTION

- Performs general administrative work and Other office support function.
- To provide all typing and clerical support for the proper operation.
- Ensure proper filing and administration of document flow and confidentiality.
- To assist in the preparation of presentation material.
- To assist in cost analysis and performance reports.
- Any other related duties as may be instructed by your superior from time to time.

JOB REQUIREMENT

- Candidate must possess at least a Higher Secondary/STPM/"A" Level/Pre-U, Professional Certificate, Diploma, Advanced/Higher/Graduate Diploma, any field.
- Applicants must be willing to work in Taman Perindustrian Selayang.
- Fresh graduate are encourage to apply.
- 5 Full-Time position(s) available.