

VACANCY NOTICE

REF: UT22032024

POSITION	ADMINISTRATIVE ASSISTANT
LOCATION	TAMAN TUN DR ISMAIL, KUALA LUMPUR
INDUSTRY	FOOD & BEVERAGE
TYPE	FULL TIME

JOB SUMMARY

- Support Senior Management to ensure office administrative tasks are completed
- Maintain administrative system and e-documents
- Oversee and coordinate daily administrative activities
- Draft and edit documents, correspondence, and reports.
- Assist in data entry and record-keeping tasks.
- Maintain and organize files, records, and documents.
- Act as a liaison between different departments and teams.
- Work effectively within a team environment by assisting fellow team members, sharing information and supporting the team.

JOB REQUIREMENTS

- Diploma/Degree in Business Administration or related field
- Proficiency in MS Office (e.g., Word and excel)
- Good communication and interpretation skills
- Excellent organizational skills
- Ability to work well under pressure
- Fresh graduates are welcomed to apply
- Able to start work immediately