

AGENSI PEKERJAAN SGR SDN BHD (Co. No. 1338397-X) **JTKSM 898C SIRI 0466**

Dated: 15.07.2020

Location : Johor

Job Title: Admin Assistant

Department: Human Resources

Salary Offer: RM 1600- RM 2500

Working days: 6 day per week

Working hours: 8 hours

Age : 20-45

OverTime: (OT paid as and when required)

Working Condition: Air - condition

Time: 8.00am – 5.00pm

Additional Allowance:

- Transport RM 250.00

Full / Part Time / Contract : Long Term

Job Description : **Admin Assistant**

The Employee Will:

- Be motivated and enthusiastic about all aspects of the role and keen to take on responsibilities
- Enjoy a challenge and be able to work under pressure to meet tight deadlines
- Be highly organized, with excellent time management skills, attention to detail and an ability to work independently and well with a team to complete a set task.

Responsibilities/Objectives:

- Organize and schedule meetings and appointments
- Provided project support and data tracking
- Responsible for completing administrative tasks
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Book travel arrangements
- Generate, submit and reconcile reports
- Provide information by answering questions and request
- Take dictation
- Research and creates presentations
- Handle multiple projects
- Contribute to team effort by accomplishing related results as needed

- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff
- Book conference calls, rooms, taxis, couriers, hotels etc
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Resolve administrative problems
- Receive, sort and distribute the mail

Administrative Assistant top skills & proficiencies :

- Able to cultivate relationships at all levels
- Details-oriented and accurate with large volumes of information
- Confident and articulate communicator – verbal and written
- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Analysis
- Professionalism
- Typing skills
- Attention to Detail
- Accuracy
- Multitask
- Teamwork
- Discretion and Judgment
- Patience
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation

Qualifications:

- Diploma or Bachelor's degree in business administration, management or related field
- Experience in related field, such as management or financial reporting, preferred
- Exceptional leadership and time, task and resource management skills
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Proficiency with computers, especially MS Office
- Ability to plan for and keep track of multiple projects and deadlines
- Familiarity with budget planning and enforcement, human resources and customer service procedures
- Willingness to continue building skills through education opportunities