

Business Admin — Full Time Position

Requirements

- Candidate must possess at least SPM/ Diploma/Advanced/Higher/Graduate Diploma/Degree in any field.
- Able to speak and understand Malay and English.
- Willing to learn and to take challenges.
- Able to work independently.
- Accuracy, efficiency, well-organized and good time management skills.
- Self-motivated, flexible, responsible, independent, able to work as a team and multi-tasking.
- Good inter-personal and communication skills with positive attitude
- Proficient in Microsoft Office applications.
- Minimum of 1 year in Administrative.
- Possess own transport.

Responsibility

- To monitor and maintain regular records of all office administrative operation report.
- Provide support to the manager in all areas including secretarial duties, personal, administration and confidential matters.
- To manage administrative functions such as participant registration, coordination and administration related matters.

Benefit

- Friendly and good working environment
- Monday to Friday 8:30am – 6:00pm
- Basic RM1800 – RM2000 per month

Contact Person : **Ms Farah (017-206 7029)**
Ms Khor (012-5735165)

Email : hr.prudmt@gmail.com

Located : Seberang Prai - Elevate Gravitas (Opposite Mydin)