

POSITION	Admin Assistant
DIVISION	Corporate Services
RESUME SUBMISSION	hr@insken.gov.my

JOB DESCRIPTION

- Provides administrative support to ensure efficient operations of office.
- Answers phone calls, schedules meetings and support visitors
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to maintenance and monitoring of office equipment and supplies
- Any ad-hoc tasks as assigned by Management from time to time

REQUIRED SKILLS AND EXPERIENCE

- Must possess at least a Diploma or equivalent.
- Sound administration and organisational skills.
- Good time management and ability to meet deadlines.
- Sound attention to detail and accuracy.
- Computer literacy, especially in word-processing and spreadsheet skills.