

ADMINISTRATIVE ASSISTANT (Kuching, Sarawak)

Job Responsibilities:

To provide clerical and administrative support in office administration matters.

Job Requirements:

- Candidates must possess at least a Diploma in Management / Business Administration or equivalent
- Possess at least 2 year(s) of working experience in related field.
- Strong command of written and spoken English
- Good interpersonal and communication skills
- Computer literate with adequate knowledge on MS Office applications
- Able to work under pressure and minimal supervision