

CLERK | SUBANG JAYA, SELANGOR

Responsibilities:

The primary duties will include administrative support to the department by undertaking a portfolio of administrative functions:

- Type / Print / Fax documents and reports. Assist in report binding, scanning pictures into reports.
- Handle telephone calls/messages and keeping track of appointments.
- Maintain/update the central filing system for project reports and official correspondence.
- Arrange for courier service to send out official correspondence and reports.

Job Requirements:

- Diploma in Management / Administration / Secretarial or equivalent
- Able to work with minimal supervision
- Good command in written and spoken English
- Fresh school-leaver or fresh graduates are encouraged to apply

Due Date:

25 MARCH 2020

