

CLERK, ADMIN

(Based in Bukit Minyak, Penang)

Responsibilities:

- Handle daily office administration and general office works.
- Data entry, system interaction work, document handling and filling.
- Perform other related duties and responsibilities as assigned by superior from time to time.

Requirements:

- Min SPM, school leavers are encourage to apply.
- Able to speak and write in Bahasa Malaysia and English.
- Computer literate, able to work in a team with a keen sense of responsibilities.
- Must be willing to work on Saturdays (half day) in Bukit Minyak.