

VACANCY

SHORT TERM EMPLOYMENT PROGRAMME (MySTEP)

ADMIN SUPERVISOR

1 Contract position available
(Cyberjaya, Selangor)

Responsibilities:

- To implement and responsible for all Document Control activities and Procurement processes and procedures.
- To assist in Document Control activities;
 - Document scanning, imaging, compilation, filling, organizing, safekeeping and retrieving.
 - Ensuring the data accuracy when uploading/data entry files into system database.
 - Processing Request for Information (RFI) from Employee or clients and maintain the requests via tracking logs.
- To assist in Procurement activities;
 - Request & compile quotations from vendor.
 - Preparing price comparison.
 - Liaison and follow up with vendor to get best offer.
- To assist, update and maintain records in office stationery supplies.
- To maintain the confidentiality of documents & safeguard all information stored.
- To provide administrative assistance to the team member.
- Any other relevant tasks given by the Supervisor/Superior from time to time.

Requirements:

- Possess minimum a Diploma Admin/Business or any related field from recognised university.
- Fresh Graduate or minimum 1-2 year experience in the related field is an advantage.
- Willing to work with time constraints.
- An eye for detail, strong negotiation, interpersonal and good communication skills.
- Independent, proactive and able to work with minimum supervision.
- Possess good interpersonal with high integrity

Interested applicants are encouraged to send CV via email to humanresource@pblt.com.my

Posting Date: 13 October 2022