

JOB VACANCY	
Job Title:	ADMIN EXECUTIVE
Job Descriptions:	<p>RESPONSIBILITIES</p> <p>Administrative Executives are the primary gatekeepers of the executive offices. They are responsible for the daily administrative activities of the executive offices. Such responsibilities include juggling phone calls, handling mail and offering administrative advice when needed. Administrative responsibilities can sometimes go beyond business and overlap into personal assistance, as well. As highly respected members of the executive team, administrative executives can be relied upon for daily personal needs, such as arranging vacation flights or personal transportation.</p>
Number of Vacancy:	1 (One)
Locality:	
Contact Person and Email/ Phone Numbers:	<p>Didie Esmail hr.teamsome@gmail.com 05-3131355</p>
Special Requirements:	<p>REQUIREMENTS</p> <ul style="list-style-type: none"> • At least 1 year(s) of working experience in the related field is required for this position • Fresh graduated also welcome to apply • Preferably Junior Executive specialized in clerical/administrative support or equivalent • Solid knowledge of office procedures • Experience with office management software like MS Office (MS Excel and MS Word, specifically) • Strong organization skills with a problem-solving attitude • Excellent written and verbal communication skills • Attention to detail • Required language(s): Bahasa Malaysia, Mandarin, English • Candidate must possess at least a Diploma or Degree in any relevant field