

ADMIN & DISPATCH ASSISTANT

Job Descriptions

Administration

- Responsible for foreigner worker work permits application, renewal, cancellation and handle appeal, arrangement of FOMEMA checking, and etc.
- Assist on franking machines including operation, maintenance and top up credit.
- Measure the weighting of document for applied value of stamp that should be imposed.
- Ensure all outgoing mailing documents are comply with standard of POS.
- Assist to carry on banking matters and settle utilities payment.
- Responsible for mirror car inspection and maintenance.
- Update routine office premises inspection including office, hostel, guard house, and office equipment inspection.
- Update data recording for company and hostel utilities, company vehicles yearly renewal.
- Responsible for staff requisition on stationary, accommodation, business card, company car and refreshment arrangement.
- Responsible for business licence renewal.
- Perform any related ad hoc tasks from time to time.

Dispatch

- Perform any duties that involves document or parcel delivery.
- Perform any duties that involves sending staff from one location to another.

Job Requirements

- Minimum with SPM or Diploma in Human Resources/ Business/ Administration/ Management or equivalent.
- 1-2 year(s) of working experience as HR/ Admin & Dispatch assistant.
- **Fresh graduate will also be considered.**
- Required language(s): Bahasa Malaysia & English.
- Must have valid car and motorcycle licence with clean JPJ/ Police record.
- Familiar with routes in Klang Valley and Johor Bahru.
- Familiar with Microsoft Office.
- Willing to work on Saturdays, Sundays and Public Holidays (with paid OT) if necessary.
- Selected applicant will work at Wisma Pelangi, Bangi.

Required documents

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with a recent passport-sized photography;
- Transcripts from SPM to current education level;
- NRIC photocopy;
- Latest 3 months payslip.