



Job Description for Position: Administrative Assistant

Responsibilities

- To assist in general administrative duties, including filing documents/reports.
- Organize filing system and manage documentation in proper record.
- To assist the department to manage the inventory and warehousing activities.
- Responsible for updating and maintaining proper inventory records.
- Ensure store activities are carried out in accordance to policy and standard operating procedures.
- Provide accurate and timely stock movement reports.
- To perform periodical stock check and reconciliation.
- To perform any other tasks that may be assigned by the Management as and when required.

Requirements

- Possess Certificate/ Diploma in Business Administration or equivalent.
- Minimum 2 years related working experience.
- Must be computer literate especially in Microsoft Office.
- Those without qualification but with relevant working experience is encourage to apply.