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Admin Executive (E-Perolehan) Job Vacancy in Johor Bahru

Description

The administrative professional serves as the backbone of the organization, ensuring smooth operations by managing administrative tasks, supporting staff members, and facilitating communication both internally and externally. This role requires a combination of organizational skills, attention to detail, and excellent communication abilities.

Responsibilities

- 1. Handle Government Projects and Tender Submissions (E-Perolehan):** Responsible for managing government projects and handling the submission of tenders through electronic procurement systems.
- 2. Appointment and Meeting Management:** Organize and schedule appointments and meetings for the team or supervisor.
- 3. Contact Management:** Maintain contact lists and update them regularly.
- 4. Correspondence Handling:** Produce and distribute correspondence such as memos, letters, faxes, and forms as needed.
- 5. Report Preparation:** Assist in preparing regularly scheduled reports and generating ad-hoc reports as required.
- 6. Filing System Maintenance:** Develop and maintain an efficient filing system for easy retrieval of documents.
- 7. Office Supplies Management:** Order office supplies, monitor inventory levels, and replenish stock as needed.
- 8. Travel Arrangements:** Book travel arrangements including flights, accommodation, and transportation for staff when required.
- 9. Expense Management:** Submit and reconcile expense reports for approval.
- 10. Visitor Support:** Provide general support to visitors and assist them as needed.
- 11. Information Provision:** Respond to inquiries and requests by providing accurate information.
- 12. Project Management:** Handle multiple projects simultaneously, ensuring deadlines are met and progress is tracked.
- 13. Invoicing:** Prepare and monitor invoices, ensuring accuracy and timely processing.
- 14. Staff Development:** Assist in developing administrative staff by providing information, educational opportunities, and growth opportunities.
- 15. Inventory Management:** Maintain supplies inventory by checking stock levels, placing orders, and verifying receipt of supplies.
- 16. Administrative Duties:** Perform various administrative tasks such as filing, typing, copying, binding, scanning, etc.
- 17. Communication Handling:** Write letters and emails on behalf of other office staff and manage communication channels effectively.

Hiring organization

TSM MANPOWER & MACHINERY SDN. BHD.

Employment Type

Full-time

Industry

Recruitment N Employment

Job Location

55a Jalan Harmonium 23/12, 81100, Johor Bahru, Johor, Malaysia

Working Hours

10:00am – 4:00pm (Mon-Fri)

Base Salary

RM 3000 - RM 8000

Date posted

March 14, 2024

Valid through

31.12.2025

18. **Logistics Coordination:** Book conference calls, rooms, taxis, couriers, hotels, etc. as required.
19. **Reception Cover:** Cover the reception desk when necessary.
20. **Confidential Information Handling:** Handle sensitive information in a confidential manner and ensure data security.
21. **Meeting Support:** Take accurate minutes of meetings and distribute them to relevant parties.
22. **Office Procedure Coordination:** Coordinate office procedures and ensure they are followed consistently.
23. **Problem Resolution:** Resolve administrative problems efficiently and effectively.
24. **System Improvement:** Develop and update administrative systems to make them more efficient and streamline processes.
25. **Customer Service:** Reply to email, telephone, or face-to-face inquiries promptly and professionally.
26. **Other Duties:** Perform any other duties as assigned or required to support the smooth operation of the office.

Qualifications

- Proven experience in administrative support roles.
- Proficiency in office software applications (e.g., Microsoft Office Suite, Google Workspace).
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal abilities.
- Ability to prioritize tasks and manage time effectively.
- Discretion and professionalism in handling confidential information.
- Adaptability and flexibility in a fast-paced environment.

Education

- Bachelor's degree in business administration, office management, or related field (preferred).

Job Benefits

- Monthly sales achievement commission
- Petrol : claimable based on mileage claim rate
- Annual leave : 8 days
- Sick leave : 14 days
- Insurance : Company insurance is provided
- Toll & Parking : Provided by Company
- Monthly Sales Commission
- Company Phone and Data Provided

Contacts

Interested? Admin Executive (E-Perolehan) Job Vacancy in Johor Bahru? You may drop your resume to Hello@mytsm.com.my