

<b>NON - ACADEMIC POSITION</b>		<b>Closing Date: 4<sup>th</sup> December 2020</b>
<b>Position 1: Administrative Assistant (1 position)</b>		
<b>Location : Setiabudi Primary, Gombak, Kuala Lumpur</b>		
<b>Department</b>	<b>Status</b>	<b>Expected Report Duty</b>
Finance	Temporary	December 2020
<b>Job Description:</b>		
<ol style="list-style-type: none"> <li>1. Filling in all related documents in the proper files.</li> <li>2. Update the collection of fees.</li> <li>3. Issue receipts for collection.</li> <li>4. Assist in regular cash counts.</li> <li>5. Managing and updating the school activities financial reports.</li> <li>6. Managing the school payment (school activities, petty cash, hostel claim, suppliers, bills, subscription).</li> <li>7. Managing school purchasing (stationaries, books, lab apparatus, miscellaneous).</li> <li>8. Managing and updating financial record in SIMS.</li> <li>9. Issue letter of outstanding payment.</li> <li>10. Check the students' outstanding.</li> </ol>		
<b>Job Requirements:</b>		
<ol style="list-style-type: none"> <li>1. Diploma or Post Graduate Diploma in Finance / Accounting.</li> <li>2. At least 1 – 2 years working experience in the related field.</li> <li>3. Good command of written and spoken English.</li> <li>4. Strong excel proficiency and macro knowledge will be added advantage.</li> <li>5. Must be details oriented with good analytical skills and good communication skills.</li> <li>6. Must be responsible person, good attitude and team work.</li> <li>7. Applicant must be a Malaysian Citizen.</li> </ol>		