

**NON - ACADEMIC POSITION**

**Closing Date: 31<sup>st</sup> January 2021**

**Position 1: Junior Administrative Assistant Handyman Civil Unit(1 position)**

**Location : IIUM Schools Sdn Bhd, Gombak, Kuala Lumpur**

<b>Department</b>	<b>Status</b>	<b>Expected Report Duty</b>
Facilities & Services	Contract	February 2021

**Job Description:**

1. To inspect the building premises and equipment's from any sign of defect including hostel area.
2. To report any defects (if any) on daily basis.
3. To keep and maintain the records of maintenance of the premises and equipment's.
4. To assist the executive in monitoring the work of appointed contractor and ensure the job done according to the specification required.
5. To carry out preventive maintenance periodically.
6. To entertain the request from any other department regarding the maintenance of buildings.
7. To give opinions and select the best alternatives in resolving any matters relating to the department ensuring the efficiency and cost effective.
8. To prepare report or breakdown problem and report to Principal.
9. To attend all meetings and discussions organized by the Department.
10. To perform any additional responsibilities assigned by your Department.
11. Providing repairing services such as toilet flush, door knob, repair blind/rail curtain, change door closer and etc

**Job Requirements:**

1. Candidate must possess at least PMR or SPM.
2. Have working experience required.
3. Male candidate preferred.
4. Must be responsible person, good attitude and team work.
5. Follows instructions and takes initiative to manage own work.
6. Flexible and willing to work unsocial hours.
7. Applicants should be Malaysian citizens.

---

**WORK SMART, BE PROACTIVE**

**Courage, Discipline, Trustworthiness, Loyalty, Diligence**

**NON - ACADEMIC POSITION**

**Closing Date: 31<sup>st</sup>December 2021**

**Position 1: Administrative Assistant (1 position)**

**Location : IIUM Schools Sdn Bhd, Gombak, Kuala Lumpur**

<b>Department</b>	<b>Status</b>	<b>Expected Report Duty</b>
Finance & Account	Contract	January 2021

**Job Description:**

1. To check on the genuinity of payment request made by the requestor (Schools and Departments).
2. To vet through supporting documents related to purchasing of items (procurement) and payment made for suppliers/vendors are completed and suffice.
3. Filing in all related documents in the proper file.
4. Cash in transit is mainly cash collected daily, to be bank in immediately.
5. Delivery of all related accounts documents to intended recipients.
6. Prepare cheque manually.
7. Prepare payment vouchers.
8. Prepare and process claims payment.
9. Prepare payment for EPF, SOCSO, PCB and Loan.
10. Prepare for part-time salary payment.
11. To prepare report or breakdown problem and report to Manager.
12. To perform any duties and responsibilities assigned by Management from time to time.

**Job Requirements:**

1. Candidate must possess at least Diploma in Office Administration or related field.
2. At least 1 – 2 year(s) of working experience in the related field is required for this position.
3. Proficiency in English writing and speaking.
4. Good communication and interpersonal skills.
5. Well versed in Microsoft Office applications.
5. Must be responsible person, good attitude and team work.
6. Flexible and willing to work unsocial hours.
7. Pleasant personality and able to interact with people of all levels.
8. Must be self-motivated, multitask, independent, details-oriented & responsible person.

---

**WORK SMART, BE PROACTIVE**

**Courage, Discipline, Trustworthiness, Loyalty, Diligence**