

NON-ACADEMIC POSITIONS**Closing Date: 31st August 2021****Position 3: Administrative Assistant (1 position)****Location : ISSB Management Office, Gombak, Kuala Lumpur**

Department	Status	Expected Report Duty
Finance & Accounts	Full Time	September 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 SPM / STPM / Diploma in Accounting or any related filed
2. At least 1-2 years of working experience in the related field is required for this position.
3. Excellent in analytical, Microsoft Office application and interpersonal skills.
4. Able to work with minimum supervision
5. Must be meticulous, particular and fastidious person.
6. Preferably Male candidate age below 30 years old.
7. Able to multi task in a fast paced work environment
8. High commitment and strong sense of urgency towards the deadline.
9. Good in human relation, written and verbal communication skills in English and Bahasa Malaysia.
10. Required Skill(s): Computer literacy with working knowledge of Microsoft Application (Excel & Words) and familiar with Computer Accounting software.
11. Able to handle P&C information.

WORK SMART, BE PROACTIVE**Courage, Discipline, Trustworthiness, Loyalty, Diligence**