

**NON-ACADEMIC POSITIONS****Closing Date: 30<sup>th</sup> September 2022****Position 2: Admin Assistant (1 position)****Location : International Islamic School Secondary, Gombak, Kuala Lumpur**

<b>Department</b>	<b>Status</b>	<b>Expected Report Duty</b>
Laboratory	Temporary	October 2022

**Job Description:**

1. Prepare apparatus and chemicals for laboratory activities requested by teachers before the lab period.
2. Clean up the lab after each practical session, and store the apparatus used at the right places.
3. To be present in the laboratory and to assist the students and teacher during practical sessions.
4. To prepare report or breakdown problem and report to Principal.
5. Keep an up-to-date the records (name, quantity, location: Chemistry /Biology / Physics / Combined Science Laboratories, Mathematics Room) of apparatus, equipment's, meters, resource materials, models, charts and chemicals.

**Job Requirements:**

1. Candidate must possess at least Diploma in Chemical Engineering / Chemistry or related field.
2. At least 1 – 2 year(s) of working experience in the related field is required for this position.
3. Able to work in team.
4. Pleasant personality and able to interact with people of all levels.
5. Must be self-motivated, multitask, independent, details-oriented & responsible person.