

NON-ACADEMIC POSITIONS**Closing Date: 30 November 2023****Position 1: Admin Assistant (1 position)****Location : ISSB Management Office, Gombak, Kuala Lumpur**

Department	Status	Expected Report Duty
Corporate Affairs	Full Time	Immediate

Job Description:

1. Welcome visitors /customers by greeting them, in person or on the telephone; answering or referring inquiries.
2. Provide the professional and polite customer service to visitor / customers.
3. To receive any letters and parcel from postman and distribute to respective receiver.
4. Maintain safe & clean reception area.
5. Contribute to team effort by accomplishing related results as needed.
6. To assist in conducting talks and briefing during promotion of International Islamic School Malaysia.
7. To entertain students, parents, visitors that who queries about International Islamic School Malaysia.
8. To assist the executive of Business Development, Marketing and Visa Unit pertaining documentation, queries and filing system.
9. To ensure proper filling system and data entry.

Job Requirements:

1. Candidate must possess at least Diploma / Professional Certificate in Marketing / Mass Communication or equivalent
2. At least 2 years in marketing working experience.
3. Able to multi task in a fast paced work environment, details-oriented & responsible person.
4. Good in interpersonal skill, human relation and verbal communication skills in English.
5. Pleasant personality, patient and polite attitude.
6. Flexible and willing to work during unsocial hours.
7. Able to work independently and in a team.

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