

NON-ACADEMIC POSITIONS**Closing Date: 31st January 2025****Position 2: Admin Assistant (1 position)****Location : International Islamic School Primary, Gombak, Kuala Lumpur**

Unit	Status	Expected Report Duty
Facilities & Services	Full Time	Immediate

Job Description:

1. Assist the principal in all administrative tasks.
2. Conduct daily and frequent checks on the facilities and infrastructure, including buildings, classrooms, toilets, halls, labs, offices, foyer, etc.
3. Attend to students' requests and needs regarding administration matters.
4. Monitor cleaners to ensure the school premises are kept clean, tidy, and conducive to learning.
5. Maintain tools, equipment, and building operations, such as CCTV, PA System, Projectors, Lighting, etc.
6. Assist the Admission Unit during the opening semester.
7. Prepare reports or document problems and report them to the Principal of International Islamic School and input them into the SPS system.
8. Report defects, malfunctions, or breakages to the Facilities and Services Department.
9. Monitor any renovations at the IISM Primary compound.

Job Requirements:

1. A good Bachelor Degree / Diploma in the administration or related field.
2. Minimum 2-3 years of experience in the field.
3. Knowledge in Microsoft Office
4. Self-motivated and able to work in a team
5. Able to understand and carry out verbal / written instructions
6. Able to write / speak in English
7. Willing to work under tight deadlines