NON-ACADEMIC POSITIONS	Closing Date: 31 December 2025

Position 3: Admin Assistant, Student Accommodation Department (1 position)

Location : ISSB Management Office, Gombak, Kuala Lumpur

Unit	Status	Expected Report Duty
Warden (Male)	Full Time	Immediate

Job Description:

1. Responsible for the hostel accommodation and facilities of his/her apartment.
2. To ensure all hostel residents adhere to the Student Accommodation Rules & Regulations and to assist the residents in setting any problematic hostel matters.
3. Responsible for submitting weekly reports on the discipline, cleanliness, food quality and service, transportation and students' attendance in the hostel to the Student Accommodation Manager.
4. Responsible for daily liaison with the Head of Student Accommodation or Student Accommodation Manager in Maintenance problems, disciplinary and medical cases. Fellow Student Officer is responsible to bring students to clinic or hospital by using the student accommodation van during the designated periods (during the school hours 7.00 am to 4.00 pm and after the school hours)
5. Any emergency or important event occurs; parents will be informed immediately by Fellow Student Officer via telephone, e-mail or letter.
6. Deliver resident's views and complaints to the FSO and Student Accommodation Manager through the appropriate channel.
7. To monitor and inspect student, visitors and baggage's to prevent passage of prohibited articles into the restricted areas.

Job Requirements:

1. Diploma in Business Management or related field (preferred but not mandatory).
2. Strong organizational & multitasking abilities.
3. Strong problem-solving abilities and the ability to handle challenging situations with composure.
4. A passion for delivering exceptional customer service and creating memorable experiences.
5. Flexibility to work on weekends, evenings, and holidays.
6. Proficiency in Microsoft Office Suite (Word, Excel & PowerPoint).

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