

**NON ACADEMIC POSITIONS****Closing Date: 31 December 2024****Position 4: Admin Assistant (1 position)****Location : ISSB Management Office, Gombak, Kuala Lumpur**

<b>Unit</b>	<b>Status</b>	<b>Expected Report Duty</b>
Asset Management	Temporary	Immediate

**Job Description:**

1. Assist Asset Management Executive for all asset tagging matters.
2. Assist and handle asset data from MYOB
3. Perform reconciliation / matching of asset based on MYOB data.
4. Assist Asset Management Executive identify all disposal asset based on MYOB data.
5. Assist Asset Management Executive to checking all staff asset is updated and key in ASIS system based on QMS audit finding.
6. Perform general administrative duties such as data entry, filling and processing of records.
7. Ensure that files and records are in neat and systematic manner.
8. Any other ad-hoc administrative duties as assigned.
9. Provide general administration and support to the operations department.

**Job Requirements:**

1. Diploma in Business Management or related field (preferred but not mandatory).
2. At least 1 – 2 years working experience. \* Fresh graduate are welcome to apply
3. Flexibility and adaptability to changing priorities and deadlines.
4. Basic knowledge of Excel is a must.
5. Familiar with accounting software (MYOB)
6. Detailed and meticulous.
7. Ability to work independently and collaboratively in a fast-paced environment.