

**NON-ACADEMIC POSITIONS****Closing Date: 31<sup>st</sup> January 2025****Position 4: Admin Assistant (1 position)****Location : International Islamic School Primary, Gombak, Kuala Lumpur**

<b>Unit</b>	<b>Status</b>	<b>Expected Report Duty</b>
Administration	Full Time	February 2025

**Job Description:**

1. Assist the principal in all administrative tasks.
2. Support the Academic Coordinator in preparing relief timetables.
3. Attend to students' requests and needs regarding administration matters.
4. Handle all mail, faxes, and stationary supplies for the school.
5. Manage all incoming letters and forms.
6. Attend to telephone calls.
7. Deliver and collect letters as requested by the Principal.
8. Assist the HR Department in preparing electronic equipment for training, in-house training, and school events.
9. Provide daily reports on teacher attendance to the Principal.
10. Prepare reports and address problems, reporting them to the HOS.
11. Attend all meetings and discussions organized by the Organization.
12. Perform any additional responsibilities assigned by the Organization.
13. Monitor attendance for IISM (Primary) teachers and administrative staff
14. Assist the Admission Unit during the opening semester.

**Job Requirements:**

1. Diploma in Human Resource Management / Office Management 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