

Administration Officer

Job description:

Roles

- Provide assistant to the director
- Handle operations assigned by the director
- Arrange travel and hotel bookings
- Generate reports as when required
- Delegate work to the team as directed by the management.

Requirement

- Co-ordination skills are must
- Should have hands on Advance Excel

Job Types: Full-time, Permanent

Experience:

- Total work: 1 year (Preferred)

Job Type: Full-time

Work Location: In person