

**Position: ADMINISTRATOR**

**Location: Malaysia**

**Salary range: RM2,300 – RM3,220 ex. benefits**

Job Description

The Administrator will undertake administrative tasks, including bookkeeping and scheduling daily operational tasks to ensure smooth running of our office and contribute in driving sustainable growth. The ideal candidate will possess the following:

- Experience between 1–3 years in a similar capacity.
- A good disposition with excellent interpersonal skills.
- Discreet, efficient, and honest.
- Confident with digital tools or strong inclination to adopting new technologies.
- Competent in prioritising and working with minimal supervision.

Responsibilities include:

- Coordinating logistics for training events, ad hoc activities, and daily operations to secure efficiency and compliance to company policies.
- Liaise and assist in vendor management and documentation.
- Filing and archiving of information in physical and digital formats.
- Supervise administrative work and divide responsibilities to ensure performance.
- Manage agendas/travel arrangements and appointments.
- Manage phone calls and correspondence (email, letters, packages etc.).
- Monitor budgets and bookkeeping.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Perform basic IT troubleshooting for new colleagues.
- Assist colleagues as deemed necessary.