

Administrative Assistant - Mutiara Damansara

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Company: PERSOLKELLY

Location: Malaysia

Category: other-general

Location: Selangor Rest of Selangor Work Type: Full Time Salary: to

WE ARE HIRING FOR MNC!

Job Details:

Position : Administrative Assistant

Company Industry : FMCG

Working Hours : Monday – Friday (0830 to 1730)

Working Location : Surian Tower 1, Jalan Mutiara Damansara, 47810 Petaling Jaya,
Selangor

Working Duration: 12 months contract with PERSOLKELLY

Remuneration : Basic RM2,500 – RM2,800 with statutory contribution + leave entitlement

WHO CAN APPLY?

Diploma/Degree holder

Attention to details

Good MS Office skills (Word, Excel, PowerPoint)

Able to work minimal supervision

JOB SCOPE

Daily / Monthly Shipment report / tracker

Weekly Customer Report

DO SLS Operation support team

Claim Processing

WHAT WE OFFER :

A dynamic and friendly team

Good learning opportunity

Positive MNC environment and culture

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