



JOB DESCRIPTION

RESPONSIBILITIES:

- 1) Attend to incoming and outgoing calls
 - a) Attend to all incoming calls from clients, etc.
 - b) Taking down message when the person is not at her/his workstation.
 - c) Assist to make outgoing calls for Directors/HOD's, etc.
 - d) To update the telephone directory for Admin verification on a monthly basis & disseminate the information to Boilermech Group.
 - e) Verify all the phone bills & compute in a summary spreadsheet for management information.
- 2) Attend to incoming & outgoing mail/documents
 - a) To receive, record, sort out all the incoming documents & distribute to the respective departments.
 - b) Arrange documents/parcel to be courier to client.
 - c) To keep a record all incoming/outgoing document.
 - d) To verify the courier service invoices as against the consignment note on a monthly basis.
 - e) To arrange with courier service for the replenishment of airway bill, boxes, plastic punch, sticker 'Fragile' and plastic flyers when stock are running low.
 - f) Attend to all incoming and outgoing mail and direct to the respective HOD's for further action.
- 3) To verify and update records for utilities bills (water/electricity/telephone/Astro, etc) on a monthly basis before submit it to Manager, Human Resources & Administration for approval.
- 4) Assist in any events arranged by HR & Administration i.e. company annual dinner, Friday Get-Together sessions,etc.
- 5) To update company motor vehicles status on a weekly basis based on the motor vehicle record book and email to respective departments for their follow-up action.
- 6) The above job description is by no mean exhaustive. Additional responsibilities may be given to you as and when it is deemed necessary.



EXPERIENCE / SKILLS REQUIRED:

1. At least 1 – 2 years working experience in related field.
2. Minimum SPM qualification.
3. Good communication skills and able to converse in English and Bahasa Melayu.
4. Computer literate and good administration skills

SPECIAL OR UNIQUE ASPECTS: NIL