# JOB OPPORTUNITY

## Admin Executive / Assistant

**Type of Vacancy : Full Time**

**Preferred education level (s) : Diploma, Degree, Master**

**Preferred Major (s) : Business, Language**

**Organization details :**

| | |
|---|---|
| Company | : ZKTEL TECHNOLOGY (M) SDN. BHD. |
| Website | : https://www.zktel.com/ |
| Address | : 7, JALAN TEMENGGONG 1, KAWASAN PERINDUSTRIAN TEMENGGONG, 81100 JOHOR BAHRU, JOHOR. |

**Job Responsibility :**

1. Handle daily administrative operations and office support.
2. Manage filing, data entry, and document control.
3. Coordinate company maintenance and repair works.
4. Assist in HR administrative tasks, including employee records and onboarding documentation.
5. Manage employee uniforms, lockers, and office assets.
6. Assist in preparing and submitting applications, licenses, and other company-related documents.
7. Maintain office supplies and coordinate office purchases.
8. Liaise with internal departments, suppliers, contractors, and government authorities when required.
9. Perform other ad hoc duties assigned by management.

**Job Requirements and Qualifications :**

1. Diploma or Degree in Business Administration or a related field.
2. Fresh graduates are encouraged to apply.
3. Proficient in Microsoft Office (Word, Excel, and PowerPoint).
4. Good communication and organizational skills.
5. Responsible, detail-oriented, and willing to learn.
6. Able to work independently and as part of a team.

**Benefits :**

- ✓ Medical & Dental & Optics & Variety Allowance

**Person-in-charge :**

| | |
|---|---|
| Name | : CHIA YI FANG |
| Contact No. | : 011-6322 1590 |
| Email | : hr.my@zktel.com |