JOB OPPORTUNITY

ADMIN

Type of Vacancy : Full Time

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

Preferred Major (s) : Art & Design, Business, IT

MBR GROUP

Organization details :

Company : MBR MARKETING SDN BHD
Website : mbrmkt2024@gmail.com
Address : 51A & 51B, JALAN JAGUH 1, TAMAN HARMONI 2, 81300 SKUDAI, JOHOR

Job Responsibility :

1. Proven expenses as an administrative assistant or in a similar role

Job Requirements and Qualifications :

1. Excellent organizational and time management skills. strong written and verbal communication abilities, Manage office supplies and inventory and place order as needed,.

Benefits :

✓ Yearly Salary increment, Yearly bonus, company trip, quotally incentive

Person-in-charge :

Name : Yani
Contact No. : 012-520 7970
Email : mbradmn@gmail.com