

## **OFFICE ADMINISTRATOR (Gelang Patah, Johor & Kulai, Johor)**

### **Responsibilities:**

The primary duties will include data entry of samples and update record in sample registry, to provide administration support to the operations of the laboratory.

### **Job Requirements:**

- Diploma in Management/ Administration / Secretarial or equivalent
- Possess a valid class D license
- Able to work with minimal supervision
- Good command in written and spoken English
- Minimum 3 years of working experience