

## **ADMINISTRATIVE ASSISTANT**

**Location:** Kemaman, Terengganu

### **Job Responsibilities:**

To provide clerical and administrative support in laboratory administration matters.

### **Job Requirements:**

- Candidates must possess at least a Diploma in Management / Business Administration or equivalent
- Possess at least 2 year(s) of working experience in related field.
- Strong command of written and spoken English
- Good interpersonal and communication skills
- Computer literate with adequate knowledge on MS Office applications
- Able to work under pressure and minimal supervision