

Position: **General Assistant**

Location: **Sabah Oil and Gas Terminal, Kimanis**

Due Date: **31.08.2017**

Position Name: **General Assistant**

Job Responsibilities:

- **Dispatch**
- **Collection of documents**
- **Packing of items, delivery or shipment of goods, housekeeping and other general duties**

Job Requirements:

- **SPM / SPMV in Science Stream**
- **Those with relevant experience will be an added advantage**
- **Fluent in spoken and written Bahasa Malaysia and English**
- **Ability to work in team environment**
- **Willing to travel outstation**
- **Physically and mentally healthy**
- **Possess a valid driving license (B2 & GDL is added advantage)**