

VACANCY

SHORT TERM EMPLOYMENT PROGRAMME (MySTEP)

ADMIN EXECUTIVE

1 Contract position available
(Cyberjaya, Selangor)

Responsibilities:

- Overall responsible in purchasing requisitions, quotation enquiries, issuance of purchase order and invoicing.
- To source out materials, goods, products and services and negotiating the best or most cost-effective contracts and deals.
- To prepare reports on purchases, including cost analysis.
- To update and maintain records of all orders, payments and received stock.
- To assist in perform & manage day-to-day administrative & operational activities.
- Any other relevant tasks given by the Superior/Management of PBLT Sdn. Bhd.

Requirements:

- Possess minimum a Diploma or Bachelor's Degree in Admin/Business or any related field from recognised university.
- Fresh Graduate or unemployed with at least 1 year experience.
- Willing to work with time constraints.
- An eye for detail, strong negotiation, interpersonal and good communication skills.
- Independent, proactive and able to work with minimum supervision.
- Possess good interpersonal with high integrity

Interested applicants are encouraged to send CV via email to humanresource@pblt.com.my

Posting Date: 21 April 2022