



Alam Maritim Resources Berhad, is an integrated offshore services provider in the oil and gas industry. In line with our expansion, we are seeking suitably qualified candidate who is highly motivated to join us for the position of:

ADMIN ASSISTANT

SCOPE OF POSITION:

This position is responsible for assist respective department during operational and non-operational activities related to the Company's work movements.

DUTIES AND RESPONSIBILITIES:

- 1) Assist to submit and collect internal, external and other work related documents timely.
- 2) Assist to pay office (HQ Office and Teluk Kalung Warehouse) utilities bills eg: water, electricity, phone and credit card.
- 3) Assist to manage all Company's vehicle movement and maintenance.
- 4) Internally assist administrator expedite projects / operations materials by working with other related department and maintain good relationship among all staff.
- 5) Manage the inventory for office inventories and equipment. To ensure office maintenance are in good condition.
- 6) To perform any other job/function that may be assigned by his superior.
- 7) Carry out any other related jobs as instructed by the Management.

REQUIREMENTS:

- ✓ Relevant secondary education
- ✓ At least one (1) year of relevant work experience
- ✓ Ability to maintain positive working relationship among staff of all departments to facilitate accomplishment of working goals.
- ✓ Time management and well planned schedule in daily working strategy to achieve the Company's objective and able to work under pressure and tight schedule.
- ✓ Ability to communicate and confident level, personal commitment to organizational excellence, displays honesty, integrity and a strong sense of ethics.

Interested applicants are invited to submit a comprehensive resume including expected salary, recent passport-sized photo (n.r) and contact number to:

Human Resources and Administration Department

ALAM MARITIM (M) SDN BHD

No 38F, Level 2, Jalan Radin Anum

Bandar Baru Sri Petaling

57000 Kuala Lumpur

Tel : 03 - 9058 2244

Fax : 03 - 9059 6845

email : recruitment@alam-maritim.com.my

Only shortlisted candidates will be notified.