



خدمت تيكنيكل دراج بروني  
Royal Brunei Technical Services

Job Code REC.2021/01:CGO

Job Title Administration Assistant

Department/Unit Logistics – Cargo

**Responsibilities:**

- Provide administrative support to the Team Lead in accordance to the working process.
- Maintain an efficient & effective filing and for other department's requests.
- Assist in any administrative functions as instructed by Team Lead Cargo.
- Prepare, collect and distribute documents as and when require to ensure smooth flow document movement and control.
- Enter data in the system to create delivery orders against airway bills and invoices.
- Data entry for e-Custom online for registration and declaration.

**Requirements:**

- Diploma in Business Administration and equivalent.
- Minimum one (1) years working experience in relevant fields.
- Experience in logistic field would be an added advantage.
- Excellent skills in Microsoft Office, especially Microsoft Excel.

**Key Competence Required:**

- Strong attention to details and good analytical skills.
- Hardworking, self-motivated and a team player with strong interpersonal and communication skills.
- Strong communication and presentation skills.
- Strong reporting and documentation skills.