



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2021/10:MSC
Job Title	Administration Assistant
Department/Unit	Logistics - Medical Supply Chain

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 MSC
- Prepare, Collect and Distribute documents as and when require to ensure smooth flow document movement and control.

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 applications, 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.