



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2021/01:A&C
Job Title	Administration Assistant
Department/Unit	Audit & Compliance

Responsibilities:

- Provide administrative support to the Line Manager 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 Manager – Audit & Compliance.
- 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) year working experience in relevant fields.
- Experience in audit 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.