



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2021/09:MSC
Job Title	Procurement Assistant
Department/Unit	Logistics – Medical Supply Chain

Responsibilities

- Provide administrative support to the Procurement Officer 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 Procurement Officer & Team Lead MSC.
- Prepare, collect and distribute documents as and when required to ensure smooth flow of document movement and control.

Requirements

- Diploma in Business Administration or equivalent.
- Minimum one (1) year 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.