



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code | REC.2022/09/14: DH

Job Title | Direct Hire – Contract

Responsibilities:

- Provide administrative support to the respective Department 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 the HOD.
- Prepare, collect and distribute documents as and when require to ensure smooth flow document movement and control.

Requirements:

- Minimum GCE O'Level and one (1) year working experience.
- Excellent skills in Microsoft Office, especially Microsoft Excel.

Key Competence Required:

- Hardworking, self-motivated and a team player with strong interpersonal and communication skills.
- Good communication and presentation skills.
- Good reporting and documentation skills.