

WE ARE HIRING!



OFFICE ASSISTANT (HUMAN RESOURCE & ADMINISTRATION)

REQUIREMENT

- Minimum SPM or equivalent.
- Able to communicate in English and Bahasa Malaysia with others from all levels.
- Knowledge of other languages and dialects will be an added advantage.
- Basic computer knowledge.
- Possess a minimum of 2-3 years' experience in the related field.
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HOW TO APPLY

Interested applicant may submit their Resume to hrd@assar.com.my on or before **22 July 2025.**

BASED IN KUCHING, SARAWAK

KEY ACCOUNTABILITIES:

- To perform general office duties.
- Responsible for efficient filing system – to ensure files/documents are updated and recorded/scanned for regular internal checking.
- To keep the filing room and cabinets secure and tidy.
- To perform duties as office messenger or driver as and when needed.
- Receive messages or materials to be delivered, and information on recipients, such as names, addresses, telephone numbers, and delivery instructions, communicated via telephone, or in person.
- To Receive and record emergency and non-emergency calls and relay pertinent information to drivers or service personnel.
- To sort items for deliveries according to the delivery route and follow the most efficient routes when delivering goods.
- To deliver and collect all official mails, messages, and items across departments and to third parties with care and in a time-efficient manner.
- To perform general maintenance work of the office building.