

## **Admin Assistant Work location: Loyang Offshore Supply Base**

### **Responsibilities: •**

#### Responsibilities

- Preparation of Quotation
- Preparation of SO/ WO/ DO /CERTIFICATES
- Organizing/Distribution of Documents
  - Assist in responding to emails.
- Handling incoming calls for queries
  - Other ad-hoc admin duties

### **Requirements:**

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- Min 'N' Level
- Proficient in Microsoft Words/Excel/Outlook
  - No experience requirement
  - Able to work independently

#### Company info:-

- 3 to 5 days work (Mon- Fri)
- 8.15 am to 6.05pm
- Location: East