



JAWATAN KOSONG

**Warganegara Malaysia yang berkelayakan dan berminat
adalah dipelawa untuk mengisi kekosongan jawatan berikut secara KONTRAK di SEAMEO RECSAM,
Pulau Pinang**

PEMBANTU PENTADBIRAN (PENGKERANIAN/OPERASI)

SKIM GAJI	RS7
JENIS JAWATAN	Kontrak
KEKOSONGAN	2
TANGGA GAJI	Min: RM1,393.00 Max: RM4,123.00
ELAUN BULANAN	
Elaun khidmat awam	RM115.00
Elaun perumahan	RM300.00
Bantuan sara hidup	RM350.00
KENAIKAN GAJI TAHUNAN	RM100.00

SYARAT KELAYAKAN

- Memiliki Sijil Pelajaran Malaysia atau kelayakan yang diiktiraf setaraf dengannya oleh kerajaan, dengan kepujian dalam mata pelajaran Bahasa Malaysia dan Bahasa Inggeris.
- Jika anda mempunyai pengalaman kerja di "bahagian pengkeranian/operasi" merupakan satu kelebihan
- Mencari calon yang sanggup belajar & menerima cabaran.
- Berumur tidak kurang dari 18 tahun pada tarikh tutup iklan jawatan
- Berkebolehan melaksanakan tugas dan tanggungjawab dengan berkesan dan efisien.
- Fasih dalam pertuturan dan penulisan Bahasa Malaysia dan Bahasa Inggeris.

PERMOHONAN

- Mengisi borang permohonan yang boleh dimuat turun dari laman sesawang www.reccsam.edu.my dengan lengkap dan mengemukakan dalam sampul surat yang berukuran 229mm x 324mm bersama dengan salinan semua dokumen kepada:

**Pengarah
SEAMEO RECSAM
Jalan Sultan Azlan Shah
11700 Gelugor
Pulau Pinang**

- Di penjurong atas sebelah kiri sampul surat berkenaan hendaklah ditulis nama jawatan yang dipohon dan tarikh tutup permohonan.
- Bukti penghantaran bukanlah bukti penerimaan.
- Pemohon yang tidak menerima sebarang jawapan selepas tiga (3) bulan dari tarikh tutup boleh dianggap tidak berjaya.
- Tarikh tutup: **14 April 2023**
- Untuk sebarang pertanyaan, sila hubungi En. Mohamad Hilal Bin Zulkifli di talian 04-6522708 atau emel hilal@reccsam.edu.my

Administrative Assistant (I.H Reception), RS7

Division: *Administration*

Unit: *Marketing*

Qualification: *SPM/MCE with credit in English and Bahasa Malaysia. Computer Literate.*

Work Experience: *With or without experience*

Job Description:

1. To update online payment for IH and Hotel system (reservation and payment);
2. To key in all International House room reservation/booking (internal and external) according to the year planner, advance file booking and marketing up to date in Hotel system;
3. To monitor and control all outdoor facilities operation such as swimming pool and sauna including the purchase order-stock;
4. To file the online payment and hotel system document;
5. To update every morning online payment to the superior;
6. To do routine inspection at all facilities;
7. To monitor the OT punch card system and prepare overtime claim and mileage claim for Admin Assistants and General Assistants; and
8. To undertake any other duties as instructed by the International House Officer, Marketing Manager, Deputy Director (Admin) and Centre Director.

Administrative Assistant (Assets), RS7

Division: *Administration*

Unit: *Admin*

Qualification: *SPM/MCE with credit in English and Bahasa Malaysia. Computer Literate.*

Work Experience: *With or without experience*

Job Description:

1. To maintain proper records and files of inventory and assets of the Centre so that information is easily retrieved
2. To tag assets of the Centre to ensure ease of identification
3. To record movement and transfer of assets
4. To assist Admin Manager and liaise with Admin Assistant (Store and Procurement) in the process of condemning and disposal of assets
5. To ensure franking machine has enough credit at all time and maintain an effective financial and mailing records of usage
6. To monitor maintenance and servicing of the franking machine so that it is in good working condition
7. To monitor, record and prepare all out-going mails (letters, documents, parcels or any relevant items) for the General Assistant (Despatch) to despatch or for the courier service company to collect
8. To monitor, record and prepare monthly statements of usage of photostat machine in Admin Office
9. To handle phone calls and despatch letters when needed
10. To undertake any other duties as instructed by the Admin Officer, Admin Manager, Deputy Director (Admin) and Centre Director.