

JOB DESCRIPTION

A. Particulars

Job Title	Administrative Assistant	Department/Section	Import Materials
Immediate Superior	Executive		

B. Job Scope/Summary

Performs basic administrative tasks, such as systematically data entry and filing letter, memoranda, invoices, delivery order and other indexed documents according to company ISO 9001. Also, comfort the usage of standard item and store inventory control.

C. Job Responsibilities

- Date entry for all import material, such as LVL, Plywood, Pine Timber.
- Receives and checking all import incoming materials from container.
- Check import materials' availability stock and to reports when stock is low.
- Maintains the store (import material) area in a neat and orderly manner.
- Manage and control the dismantle timber team output and performance.
- As a back-up for Superior during the absenteeism of the Superior.
- Other task(s) assigned by superior

Qualifications & Experience :

- SPM/Diploma or equivalent
- Computer literate

Authority :

Nil