

Job title	OFFICE BOY CUM DESPATCH
Reports to	<i>HEAD OF BRANCH</i>

Job Main Function & Responsibilities

- To perform General Office works and administrative task as assigned
- Responsible for dispatch and office boy duties
- Any other duties as and when assigned from time to time
- Submit and collect documents from office to HQ and from Government agencies as well
- Completing any Ad-hoc tasks when assigned to assist team during event etc.
- To assist on any sales activities as instructed (especially on fliers distributions and exhibitions)

Qualifications

- Full time position
- Must possess at least Secondary School Cert/ SPM / O-Levels in any field
- No working experience required. However, a year or more of dispatch work experience will be an advantage
- Possess good interpersonal skill and team spirit
- Focused in completing the job on time
- A multi-tasker to ensure assigned tasks were running efficiently
- Honest and committed at work and its responsibilities
- Highly motivated for self-improvement
- Preferably Non-Executive, who specialized in general works and knowledgeable about routes and directions
- Knowledgeable in general about Islamic values to the least