



<https://fourteenstar.com/job/service-admin-assistant-engineer-yangon/>

Service Admin Assistant (Engineer) – Yangon

Description

- **No. of Position – 1 Post**
- **Preferred Gender – Female**
- **Department – MGPS Dept.**
- **Job Location – Thingangyun Township, Yangon**
- **Job Type – Full Time (Six Working days/Week)**
- **Salary – (In Accordance with Expertise)**
- **Job Industry – Medical / Hospital**

Application Deadline – 31-07-2024 _____

Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments and meetings.
- Maintain contact lists.
- Produce and distribute correspondence memos, letters, and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Order office supplies
- Book travel arrangements
- Submit and reconcile expense reports.
- Provide general support to visitors.
- Provide information by answering questions and requests.
- Prepare and monitor Quotations, invoices.
- Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Organize travel arrangements for senior managers.
- Handle sensitive information in a confidential manner.
- Reply to email, telephone, or face to face inquiries.
- Receive, sort, and distribute the mail.

Qualifications

1. Education level – AGTI, B. Tech, BE, Any Graduated
2. Experience level – At least 2 years' relevant experience required.
3. Preferred Age – Above 25 years old.
4. Computer Skill level – Can be use Office Application -Excel, Word, PowerPoint & Email
5. Language Skill – Good (English/Myanmar)
6. Good personality and interpersonal skills and communication skills
7. Be able to do trips in the whole Myanmar.
8. Must be active, must have good Social Skills.

Job Benefits

Hiring organization

Fourteen Star Network Co.,Ltd

Employment Type

Full-time

Date posted

June 6, 2024

Valid through

31.07.2024

- Phone Bill Allowance.
- Travelling Allowance.
- Bonus.
- Working Day – Full Time (Six Working days/Week)
- Off Day – Sunday & Public Holidays.
- Office Hour – 9 Am to 5 Pm
- Training Provide
- Promotion opportunities