

JOB VACANCY

EXECUTIVE

We are seeking a highly motivated and detail-oriented individual to join our team as **Executive, General Admin & Operations**. The successful candidate will be responsible for supporting the day-to-day administrative and operational functions, including asset and inventory management, procurement documentation, records management, and coordination with various internal units.

REQUIREMENTS:

- Diploma or Bachelor's Degree in Business Administration, Management, Operations Management, or a related field.
- 1–2 years of relevant working experience in administration, operations, procurement support, or a related function.
- Strong organisational, administrative and coordination skills with good attention to detail.
- Proficient in Microsoft Office, particularly Excel and Word.
- Good understanding of procurement processes, documentation and records management.
- Able to manage multiple tasks, prioritise effectively and meet deadlines with minimal supervision.
- Strong communication and interpersonal skills, with the ability to work independently and as part of a team.
- Demonstrates integrity, accountability, initiative and professionalism in handling administrative and operational matters.
- Good command of English and Bahasa Malaysia, both written and spoken.

RESPONSIBILITIES:

- Manage and maintain assets & inventory, including records, tracking & documentation.
- Coordinate the preparation, issuance and safekeeping of keys for campus rooms and facilities.
- Prepare monthly operational reports, working papers and relevant documentation for Operations Department.
- Coordinate Purchase Requisition Forms (PRF) and review Payment Requests and supporting documents for completeness, accuracy and compliance prior to submission to Finance.
- Perform general administrative duties, including procurement support, documentation and records management.
- Provide administrative and documentation support to the Transportation and Security Units under the supervision of the General Admin Manager.
- Liaise with relevant internal departments and external parties to ensure the smooth and efficient execution of administrative and operational matters.
- Undertake other duties as assigned by the supervisor or management.

Interested candidates should submit a resume and cover letter with detail Academic Qualification & Transcript to HRAdmin@intec.edu.my.