



OPERATIONS ASSISTANT

**WE ARE
HIRING**

JOIN OUR TEAM

Manage and maintain accuracy of all goods receiving/transfer. Provide administrative support to Human Resource Dept.

JOB HIGHLIGHTS

- ✓ 5 and a half-day work week
- ✓ Office hours
- ✓ Team Member Perks (Shopping Vouchers, F&B freebies)

JOB DESCRIPTION

A) RESPONSIBILITIES

- ✓ **Goods Receiving** – Manage all documentation and maintain accuracy of all goods receiving from warehouse and direct suppliers.
- ✓ **Goods Transfer** – Issue and manage all documentation required to facilitate goods transfer.
- ✓ **Warehouse Liaison** – Communicate with warehouse to resolve any goods receiving issues and delivery arrangements.
- ✓ **HR Support** – Manage and maintain HR database. Prepare, manage and store paperwork for HR policies & procedures.

B) REQUIRMENTS

- ✔ Candidate must possess at least a Professional Certificate, Diploma, or equivalent in any field.
- ✔ Fresh graduate/ school leavers are encouraged to apply.
- ✔ Possess own transport and willing to travel.
- ✔ Willing to work extra hours and on public holidays.
- ✔ Possess good organizational skills, analytical and detail oriented.
- ✔ Competent with Excel, MS Office, Open Office or Google Sheets, Docs & Slides.



Scan QR code
to Apply.

CONTACT US

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