

We want experts at getting things

Done.

Investment banking is a highly demanding, highly driven and highly rewarding profession. If you think you have what we are looking for, please apply online or submit your application with a comprehensive resume to:

OSK Investment Bank Berhad (14152-V)
(A Participating Organisation of Bursa Malaysia Securities Berhad)
Group Human Resources Department
20th Floor, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur
Website : www.oskgroup.com

For all positions, BUMIPUTERAS are encouraged to apply. Only shortlisted candidates will be notified.

OSK Investment Bank
Let our expertise work for you

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OPERATOR CUM ADMINISTRATOR

Responsibilities:

- Managing incoming and outgoing calls
- Keeping track of outgoing calls requested by staff
- Efficiently reporting and monitor technical issues and solutions related to telephone lines and/ or PABX systems
- Managing customer complaints and/ or redirecting to the correct staff in charge, and monitoring resolutions and settlement of cases
- Managing incoming calls and/ or enquiries on redemption of Priority Card vouchers, making reservations and confirmations on redemption of Priority Card vouchers
- Making arrangement for branch visits, meetings, events, etc
- Keeping track of leave record, requisition of stationery, equipment, furniture and fittings, expenses and claims, etc

Requirements:

- Minimum Diploma in relevant discipline
- Minimum 1 year of working experience in customer service, reception/ telephone operating, and/ or administration
- Knowledgeable and experienced in working with PABX systems and MS Office applications is an advantage
- Willing to work on shifts or segregated working / lunch hour
- Must be able to communicate fluently in English
- Courteous with good telephone etiquette and customer service skills
- Independent and able to work under stress and minimum supervision