

Career opportunities.

OSK Trustees Berhad, a subsidiary of the OSK group of companies, offers a broad array of professional private and corporate trustee services catering to both individuals and institutions, ranging from Will-writing and estate administration to trustee services for private debt securities.

We are committed towards growing our corporate trust services aggressively in Malaysia. As such, we are currently on the lookout for dynamic and dedicated individuals to join us as:

•ADMINISTRATIVE ASSISTANT

If you think you have what we are looking for, please apply online or submit your application with a comprehensive resume to:

OSK Trustees Berhad (573019-U)
Group Human Resources Department
20th Floor, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur
Website : www.osktrustees.com.my

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

OSK Trustees
Let our expertise work for you

ADMINISTRATIVE ASSISTANT

(Kuala Lumpur)

Responsibilities:

- Assist with reception duties
- Receive and sort mail and arrange deliveries
- Prepare invoices and monthly statements
- Assist in compiling and preparing all reports, filing of documents and Company correspondence
- Request office stationery and other office equipment and maintain proper records of use and maintenance
- Handle all matters related to office administration and provide general office support
- Assist in ad-hoc assignments

Requirements:

- Minimum SPM qualification/Certificate/Diploma or equivalent
- Computer literate in Microsoft Office applications (Word, Excel and Powerpoint)
- Proficient in both written and spoken English and Bahasa Malaysia
- Minimum 1 to 2 years working experience
- Pleasant personality with good interpersonal and communication skills