



Administration Assistant

RESPONSIBILITIES:

To assist senior admin executive in:

1. Tender docs preparation including forms, tender bonds, comply letter.
2. Quotation recording and filing.
3. Material price list update for sales references.
4. Boiler tube quotation and costing preparation for local client and PTBM aftersales.
5. Coordination with legal and sales for LOA review.
6. Travel requisition prepare.
7. Monthly sales report update.

Additional work scopes including:

1. Follow up on important quotation updates from sales engineers including from PTBM.
2. Ensure updates are provided by all sales engineers.
3. Keep track on all tender submission deadline.
4. Alarm on late responded enquiry.
5. Prepare of monthly management presentation PPT.

EXPERIENCE / SKILLS REQUIRED:

1. A minimum qualification in Diploma / Advanced Diploma or equivalent
2. Good verbal and written communication skill, negotiation and interpersonal skill with ability to deal with people at all level.
3. Computer literacy, MS office including Words, Excel, PowerPoint.
4. Able to work independently with minimum supervision.
5. Good planning skill with the multi-tasks ability.