

ALL-MEDIA TECHNOLOGY INTEGRATION (M) SDN BHD

Our company specializes in providing Search and Placement of IT professionals in both contract & permanent in big establishments.

We are well established in the IT industry. Our management staffs have the knowledge of the latest technology and trend, the disciplines and the business issues that concern our client on a daily basis. We are in tune with the IT industry in Malaysia, the vendors and people who work in it.

We abide by a professional code of ethics and operate to the highest standards of integrity and confidentiality.

IT ADMINISTRATOR

Job Description	<ul style="list-style-type: none">• Manage and handle administrative duties.• Prepare, maintain and record business records/reports/project discussion.• Conduct proper filing and records system.• Organizing and scheduling of events.• Other duties as assigned by your superior.• Work in PJ office near 1 UTAMA.• Work 5 days week.
Job Requirements	<ul style="list-style-type: none">• Certificate /Diploma / Degree in / Business Administration/ Management or Other related Professional Certification. (preferably with IT/ IS / Computing related).• At least 1 year of work experience in the similar capacity.• - preferred in Information Technology environment)• (Fresh graduates/ Non working experience application with strong know-how knowledge may be consider).• Computer literate with MS Office capability.• Good communication in skill in both written and spoken English, BM, Chinese language.• Handle telephone call professionally.• With own transport.• Independent and willing to work hard.

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