



EMS Assistant

Responsibilities

- Monitor the purchase requisite status and ensure that it does not exceed the allocated budget amounts
- Effectively maintain the work flow in the department and an up-to-date and organized filing system
- Check and edit documents and make the necessary corrections to quickly resolve administrative problems
- Consistently monitor office inventories and anticipate the needed supplies
- Regularly update the EMS progress and improvements on the star board

Requirements

- Minimum 'O' level Certificate

(Only short-listed candidates will be notified)