



StanleyCo Corporate Services Sdn. Bhd. 201301021064 (1050894-T)

## **Administrative Assistant (Front Desk)**

(fresh graduates are welcome)

We offer professional corporate secretarial, accounting, payroll, and taxation services to a diverse clientele. As we continue to grow, we are seeking qualified professionals to join our teams in both our Mid Valley and Puchong offices.

At StanleyCo, we take pride in our team and invite YOU to become a part of our success. An exceptional opportunity awaits you!

### **What makes us different?**

We prioritize our people above all else.

People are the foundation and priority of our organization. We diligently foster a culture of lifelong learning, ensuring that our team members acquire the skills necessary for a successful future.

Recognizing the significance of an engaged and healthy workforce, we continuously explore innovative ways to harness technology in providing a positive and personalized employee experience. This way, our colleagues can excel both in their professional and personal lives.

### **Responsibilities:**

- Administrative roles for documents, parcel delivery, dispatch and courier services, etc.
- To manage incoming calls, attend to visitors and clients, and direct them to the appropriate person or department.
- Manage the front desk area and maintain a tidy and professional reception area.
- Support the administrative team with ad-hoc tasks and projects as required.

### **Requirements:**

- Certificate, Diploma or degree in Business Administration or equivalent.
- Able to work both in a team environment and independently.
- Pleasant personality with pro-active manner.
- Good communication skills
- Proficient in computer skills
- Fresh graduates are welcome to apply.

### **Benefits:**

- Competitive salary package



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- 5-day work week
- Excellent opportunities for career growth
- Full annual fee coverage for professional memberships
- Complete funding for attending professional seminars and conferences (CPD requirements)
- Medical insurance and claims
- Paid annual leave
- Paid medical leave
- Study and exam leave
- Available overtime claims and meal subsidies
- Monthly meal allowance
- Recreational, sports activities, team building, and company trips