

ADMIN OFFICER

Responsibilities:

- Work pass application, cancellation, renewal
- Receiving and repatriating of workers
- Arrange for medical checkups, open bank accounts and accommodation for workers
- Book air tickets
- After sales follow-up service
- Other ad hoc duties as assigned

Requirements:

- O-Levels / N-Levels / Nitec / Diploma
- Responsible, a fast worker and able to work under pressure
- Able to work overtime
- Able to travel overseas at short notice

We offer competitive salary with workplace at central working location.

Remuneration will commensurate with qualifications and working experience. Please forward your resume to hr@gmprecruit.com and state your current and expected salary.

We regret that only short-listed candidates will be notified.