We Are Hiring!

UNIVERSITI KUALA LUMPUR
BUSINESS SCHOOL

TEMPORARY CLERK – HUMAN RESOURCES

Requirements:

- Minimum qualification of Diploma in Business Admin, Human Resources or any related field.
- Good English communication and interpersonal skills
- Team player and able to work independently
- Pleasant personality with positive working attitude
- Computer Literate
- Able to deal effectively and patiently with staffs

Responsibilities:

- Assist to process all claims including part-time claims
- Assist in monitoring staff attendance on a monthly basis
- Assist in monitoring validity of teaching permit for academician
- Assist with any audit requirements
- Filing on documents related to employment
- Assist in events organized by unit
- Other related matters

Apply Now

Deadline : 15 December 2022

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* Only shortlisted candidate will be notified