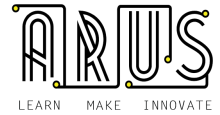


## JOB OPPORTUNITY [ARUS PENANG]

Arus Education Sdn. Bhd.



**Start date:** Immediately, Jan 2021

**Position:** Administrative Associate

**Duration:** 1 year, renewable at the end of duration based on performance

**Location:** 86, Jalan Perniagaan, Pusat Perniagaan Alma, 14000 Bukit Mertajam Pulau Pinang.

**Compensation:** RM2,800/month

Purpose:

Ensures proper flow of work in the organisation and supporting the management team by carrying out administrative duties that empowers today's problem solvers through engaging and exciting experiential learning adventures that inspire them to create a brighter future for all.

Job description:

- Develop & manage Arus organisational resources physically & virtually
- Maintain proper facilities for productive usage in the workspace
- Develop and maintain Arus internal knowledge management system
- Support in ad-hoc roles for Arus' projects
- Perform bookkeeping tasks such as handling expenses billing cycles & reporting
- Carry out duties to support the management team whenever necessary
- May take care of website functions and social media profiles

Interest/skills:

- Passionate about keeping things in order.
- Interested in curating knowledge and resources for people to use.
- Love analysing data
- Love engaging people
- Able to multitask across different scope of work
- Able to work independently & as part of a team

Requirements:

- Have experience handling finances with basic bookkeeping skills.
- Proficient in written Bahasa Melayu & English
- Experienced in Google Productivity Tools (Google Drive, Sheets, Docs, Slides, Sites)
- Keen eye for detail
- Believe in a growth mindset for oneself and an ability to adapt to changing environments.
- Have own transport to come to office
- Able to work remotely