

## Position: Junior Assistant

### Job Description

- Assist in day-to-day office tasks such as filing, photocopying, scanning, and data entry.
- Maintain accurate records and documents.
- Support internal and external communication (emails, phone calls, messages).
- Assist with basic data entry and report preparation using MS Office tools or banking software.

### Job Requirements

- Fresh graduates welcome 🎓
- Strong communication & eagerness to learn
- Basic computer knowledge (MS Office, email, etc.).
- Professional attitude and customer-oriented mindset.