

Construction Division

Position: Senior Assistant

Job Description

- Serve as Documentation & Operation Support in the Construction Division (Operation/Engineering Department).
- Prepare necessary documents, perform data entry, record keeping, and generate reports on time using MS Office.
- Carry out administrative support, file management, and document control tasks systematically.
- Complete tasks assigned by relevant officers within deadlines.
- Collaborate with Engineering/Operation teams to assist with daily activities.

Requirements

- Proficient in MS Office (Word, Excel) and Email.
- Strong skills in Excel and Word (Data Entry, Table & Form Preparation).
- Ability to prepare documents using the Myanmar Union Form.
- LCCI Level 1 or Level 2 qualification is an advantage.
- Willingness to learn and ability to work well in a team.
- Flexibility to work overtime if required.
- Strong sense of responsibility and ability to work in an organized manner.