



JOB VACANCY # 018/17

Departmental Assistant

Date: 21st July 2017

Myint & Associates Telecommunications is in the business unit of Internet Service Providing and Colocation Services. We provide a wide range of total solution IaaS, Cloud Computing and Virtualized Computing Services. Myint & Associates Telecommunications Limited fully own Myint & Associates Data Center which is the first Tier III Design Certificate Data Center in Myanmar accredited by UPTIME INSTITUTE. Myint & Associates Telecommunications Ltd. is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title	: Departmental Assistant
Job Grade	: 3
Duty Station	: M&A Telecom, Yangon Office
No. of Position	: 1 position
Reporting to	: General Manager
Submission Deadline	: 04 August 2017

Job Summary

Departmental Assistant will be responsible for day-to-day general administration of the Department, assist and support team members for Administration related tasks effectively and efficiently.

Job Description

- Assist in all day-to-day office related works of the Department.
- Responsible for general administrations and secretarial work also.
- Provide administrative support and perform duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.
- Work closely with Team to take responsibility for the standardized documenting, scanning, making copy and other assistance. Keep all documents in a proper and systematic filing system.
- Assist and organize for meetings, presentations and events, etc.
- Take meeting minutes (or) record of feedback/ discussions in the meetings.
- Responsible for dispatch of official documents to respective destinations.



- Handle all stationary for office usage and ensure the availability equipment, stationery and other items required.
- Coordinate with the other Department Assistants to facilitate communications between Departments and cross-cutting administrative matters.
- Travel to project sites together with supervisors whenever required.
- Perform general clerical duties under supervision.

Minimum required knowledge & experience

Education / Experience

- Any University Degree and Relevant Academic Qualifications.
- Minimum (2) Years work experiences in administrative related works

Special Skills

- Good command of written and spoken English.
- Computer literate (able to use MS Word, Excel, Power Point, Internet and Email).
- Detailed clerical knowledge and understanding of business practices.
- Highly communication skills and interpersonal skills

Periodically, the employee may be expected to perform assigned duties and tasks not covered in this job description as well as to provide support to other departments when necessary.

Interested candidate are requested to submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at MPRL E&P Pte.,Ltd.

Address : Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon, Myanmar.

Tel : (95-1) 230 7733 – 35

Fax : (95-1) 230 7744

Website : www.mprlexp.com

Email : hr@mprlexp.com

Please note that applications received after deadline will automatically be discarded and only short listed candidates will be contacted.