

**Office Administrator**

Revision Date: 02/12/2024

Issue/Version: 4.0

Job ID: JD 04/PH

Category: Full Time Staff

**Report To: Managing Director**

## **1. Job Purpose**

**Your job purpose shall be to ensure effective and efficient operation of the office by:**

- a. Providing administrative and clerical support services on administration and accounts.
- b. Keeping and maintaining records on the audit and other certification activities for all clients, including all organizations that submitted applications, and all organizations audited, certified, or with certification suspended or withdrawn.

## **2. Key Accountability.**

- Assist in administrative and secretarial works.
- Assist in procurement, quotation and store inventory.
- Assist in preparing payment vouchers, receipts, invoices, etc, and posting finance data into the accounting system.
- Preparation of monthly statutory submissions such as EPF, SOCSO, LHDNM and ensure it comply to the regulation and requirement.
- To keep records on certified clients which shall include the following:
  - a. application information and initial, surveillance audit reports;
  - b. certification agreement;
  - c. justification of the methodology used for sampling of sites, as appropriate;
  - d. justification for auditor's time (see 9.1.4);
  - e. verification of correction and corrective actions;
  - f. records of complains and appeals, and any subsequent correction or corrective actions;
  - g. committee deliberations and decisions; if applicable;
  - h. documentation of the certification decisions;
  - i. certification documents, including the scope of certification with respect to product, process or service as applicable;
  - j. related records necessary to establish the credibility of the certification, such as evidence of the competence of auditors and technical experts;
  - k. audit programmes.

# **BQAS Certification (M) Sdn Bhd (1179994-x)**

## **Qualifications, Skills, Knowledge, Experience**

### **Educational Qualification**

- Preferable a Diploma in Business Studies or related field. Minimum SPM with credit in English, BM, and a pass in Mathematic.

### **Relevant Experience**

- 1-2 years in relevant field
- Must be highly computer literate-Microsoft Words, Microsoft Excel and Microsoft Power point.
- Good Communication Skills.
- Good command of English and Bahasa Malaysia- written and spoken
- Some knowledge on book keeping
- Ability to converse in mandarin is an added advantage.

### **3. Key Challenges**

- Ability to support multiple requests at the same time.
- Ability to work odd hours when required
- Ability to interpret basic accounting term and figures
- Can work under pressure
- Can work with minimum supervision
- Ability to deliver good customer service to BQAS Clients and stakeholders.

### **4. Key Job Dimensions (Management and authority)**

- Creation of files and document - as and when required
- Record of expenses - daily
- Filling of documents - daily
- Preparing minutes, correspondence - daily

### **5. Working Relationships**

- Liaise with Internal Management Committee and Audit Certification Committee.
- Liaise with clients, suppliers, contractors and vendors