

ADMINISTRATIVE EXECUTIVE



We at Rieckermann are on an exciting journey of growth and are looking for a motivated **Administration Executive** to help us achieve our vision to become “your first choice industrial solution provider”.

At Rieckermann, our employees are our most precious asset. We embrace the values Quality, Commitment and Trust, which our colleagues and customers can appreciate in their Rieckermann experience. We welcome ideas and innovative processes that can help us drive our organization further, and encourage learning and growth for your continuous professional development.

We look forward to having you in the Rieckermann family.

KEY DUTIES

The Administration Executive is responsible to support Rieckermann Malaysia in all administrative matters.

- Manage flight ticket booking, hotel booking and provide any other administrative or clerical support
- Assist in coordinating meeting room bookings
- Organize company, conference or business events
- Answer all incoming calls and enquiries in a professional and courteous manner
- Responsible for cleanliness of the reception area, meeting rooms, pantry, and other office areas
- Sort incoming mails and parcels from couriers and distribute accordingly
- Assist on any other ad hoc assignment from time to time
- Prepare layout and format documents for the company
- Communicate with internal & external parties on matters related to administrative activities

KEY REQUIREMENTS

- Good computer skills and proficiency in MS Office Applications
- Good written and verbal English skills
- Working well under pressure
- Working accurate and self-reliantly
- Team and disciplined working spirits
- Professional appearance and demeanor

Rieckermann is a privately-owned group of companies providing international industrial solutions. We have more than 750 employees at 24 offices in 17 countries spanning Europe, Asia and the Middle East. We have been in business since 1892 and have established ourselves as a leading provider in our core markets and industries. Our service portfolio covers the entire value chain and scope of industrial plant development in various industry sectors: from single unit machines and equipment to complete production lines. We deliver high quality, tailor-made solutions in engineering operations, process technologies and technical services. For more information, please visit **www.rieckermann.com**.

If you would like to grow with us, please apply by sending your resume to Ms. Susie Choong at **susie.c@rieckermann.com**

MY2401

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Disclaimer: Your information will be used solely for your job application. By sending your CV to us, you agree that your personal data shall be processed by us for the abovementioned purpose. In the event that you wish to remove your personal particulars from our system in the future, please email us via the abovementioned email address.



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