



TERENGGANU INC
200601005493 (725242-P)

JOB VACANCY

GENERAL ADMIN ASSISTANT

We are looking for a highly organized and detail-oriented General Admin Assistant to support our daily administrative operations at our new hotel in Pulau Poh, Kenyir.

Main Responsibilities:

- Provide administrative support to various departments including HR, Finance, Procurement, Operations, and Administration.
- Assist in preparing letters, reports, presentations, and official documents.
- Maintain proper filing, records management, and documentation for all departments.
- Manage office supplies, stationery, and general administrative requirements.
- Coordinate meetings, appointments, travel arrangements, and operational schedules.
- Handle incoming calls, emails, and correspondence professionally.
- Assist in organizing staff activities, meetings, training sessions, and hotel events.
- Liaise with internal departments, vendors, contractors, and external parties when required.
- Support pre-opening operational activities and ad-hoc assignments assigned by the Management.
- Ensure confidentiality of company information and records.

Requirements:

- Minimum Diploma in Business Administration, Office Management, Hospitality Management, or related field.
- At least 1–2 years of working experience in administration, hotel operations, or related field is an added advantage.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint).
- Able to multitask and work in a fast-paced environment.
- Organized, responsible, and able to work independently with minimum supervision.

Interested candidates are required to email the application to career@terengganu-inc.com not later than **14 May 2026** and enclose full personal particulars, stating current and expected salary, contact number, together with a passport-sized photograph.

Only shortlisted candidates will be notified.