

## **Education Centre Assistant**

### **Job Description:**

- Provide general administrative and clerical support to ensure efficient operation of the department;
- Help supervise students in class, between classes, during lunch and recess, and on field trips, and monitor students in completing classroom assignments/homework;
- Select, catalogue and classify learning/teaching resources, and manage inventories and the acquisitions of new materials;
- Responsible for restock daily consumption goods and coordinate purchases of various products and services;
- Work in conjunction with bus drivers to ensure student safety, and transport students if required for the purpose of addressing immediate;
- Assist in preparing nutrition-balanced meals and serving students, and maintain sanitary conditions of kitchen/dining areas and cooking/dining utensils;
- Maintain proper hygiene in the learning centre and all facilities in orderly condition; and
- Assist with marketing activities such as promotional event and leaflet distribution.

### **Job Requirements:**

- Minimum SPM or equivalent;
- Good working attitude with high motivation, responsible, possess good interpersonal skills and pleasant personality;
- Have the passion, patience and love towards teaching children;
- Proficiency in Mandarin is an added advantage;
- Fresh graduates / Entry Level also encouraged to apply;
- Applicants must be willing to work in Johor Bahru;
- Full-Time position(s) available.

### **Required document:**

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with a recent passport-sized photography;
- Transcripts from SPM to current level;
- NRIC photocopy;
- Latest 3 months payslip.