

Junior Assistant- Admin & HR Department

Male/ Female (1) Post

Job Description

- Manage and organize daily office operations and tasks
- Answer and direct phone calls, take messages
- Handle incoming and outgoing correspondence (emails, letters)
- Schedule and coordinate meetings, appointments
- Maintain office supplies inventory and place orders when needed
- Prepare and format documents, reports
- Assist in filing and maintaining accurate records and databases
- Support other departments with administrative tasks as required
- Ensure office equipment is properly maintained and coordinate repairs if necessary
- Perform other HR-related duties as assigned
- Perform any other duties as assigned by supervisors or management

Job Specification

- Must be any graduate (Bachelor's degree in any field).
- Administration & HR Management (Certificate or Diploma) Preferred
- Age between 23 to 28

Benefit

- Meal & Transportation Allowance
- Organizational refreshment
- Learn new Skills on the job

Working Hours(9:00 AM to 5:00 PM)

Off Day (Saturday, Sunday & Public Holiday)

If you are interested in this position, please contact us at this email (mpuadmin@mpu.com.mm)

before 18th July 2025.