

Job Vacancy: Admin & HR Junior Assistant

(2 Positions – Male/Female)

We are seeking enthusiastic and organized individuals to join our team as Admin & HR Junior Assistants.

Key Responsibilities:

- Assist with daily administrative tasks, including filing, documentation, and record-keeping.
- Handle office correspondence, phone calls, and scheduling.
- Support HR processes, such as recruitment, onboarding, and maintaining employee records.
- Provide administrative support to other departments as needed.

Requirements:

- Fresh graduates or candidates with 1–2 years of experience in administration or HR.
- Good communication and organizational skills.
- Basic computer skills, including Microsoft Word, Excel, and email communication.
- Detail-oriented, reliable, and able to multitask.

Benefits:

- Meal and Transportation Allowance
- Organizational Refreshments
- Opportunity to learn new skills on the job
- Annual Bonus / Provident Fund

Working Hours:

- 9:00 AM – 5:00 PM
- Off days: Saturday, Sunday, and public holidays

If you are interested in this position, please send your CV to mpuadmin@mpu.com.mm no later than 5th March 2026.