

## **SITE CLERK**

### **Job Description**

- Prepare report meeting for client.
- Assist in project clerical work and site office administration such as checking email, fax, organize drawings, collect staff and KSK attendance, request for stationery, photocopy etc.
- To assist in Good Order Material for site project to Purchasing Department.
- Any assignment as deemed fit and necessary by the Management.

### **Requirements**

- At least SPM / Diploma in Civil Engineering or Equivalent.
- At least 2 years working experience in similar position or related field.