

Administrative Assistant

STA Enterprises Sdn. Bhd. is a property investment and management company, which owns and manages Wisma STA. We are now seeking application from suitable persons for the above position, whose primary function is to provide administrative support, including co-ordinating all the activities of the Company.

Candidates must:

1. Be matured and dedicated to hard work.
2. Be well-trained with relevant certificates possessing at least Sijil Tinggi Pelajaran Malaysia.
3. Be computer literate.
4. Have good written and spoken English.
5. Have at least two years working experience.
6. Have pleasant personality.

Remuneration package will include competitive salary, medical benefits, accident and hospitalisation insurance and other benefits.

Interested individuals should submit an application enclosing curriculum vitae, a passport-sized photo, contact numbers and a statement of expected salary to:

**Group Chief Executive Officer
STA Enterprises Sdn. Bhd. (337898-T)
11th Floor, Wisma STA
26 Jalan Datuk Abang Abdul Rahim
93450 Kuching**

Closing date for applicants shall be 29 December 2008. Only shortlisted candidates will be called for interview.