

JOB DESCRIPTION

OPERATIONS LEAD

This role reports to the Section Head, Operations

Provide administrative and organizational support to the office of Yayasan Generasi Gemilang (GG), including accounting and finance matters.

MAIN RESPONSIBILITIES

ADMINISTRATIVE

1. Process monthly rental, utilities bills and committed payments
2. Keep track, order and replenish office supplies
3. Oversee maintenance of office equipment and facilities
4. Assist in setup of office events and scheduling of internal meetings
5. Keep track and process renewals for company agreements, licenses and contracts
6. Manage email requests and inquiries from the public
7. Manage and update company databases including employee, and vendor records
8. Provide administrative support to other departments or projects as needed

FINANCE

1. Process claims and payments weekly using MYOB and upload payments for bank transfer
2. Perform income-management using MYOB including, to prepare corresponding Office Receipts and email signed Official Receipts to Payees
3. Tax Exemption management including issuing and sending of tax exemption receipts
4. File and keep all documents in order
5. Provide support for donation collection activities when required
6. Perform bank reconciliation at month end
7. Assist in the preparation of documents for yearly audit activities

REQUIREMENTS

Must be passionate for GG's vision and mission and love the work nature especially dealing with the community, schools, parents, government and corporate partners.

- Minimum Admin or Accounting diploma with 2 years working experience
- Has good interpersonal skills and able to communicate well (both written and spoken)
- Able to speak and write in multiple languages would be an advantage (Bahasa Malaysia, Mandarin, Tamil)
- Able to work independently, organized and follows through with work given
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and accounting software
- Possess own transport

OPERATIONS LEAD

TRAITS WE ARE LOOKING FOR

Let us know if you think the following describes you!

YOU ARE GOOD WITH DETAILS

You are careful and meticulous with things entrusted to you. You spot discrepancies and enjoy the feeling of getting it right, making it your goal to fix errors and set things straight.

YOU GET THINGS DONE

You are able to multitask and you don't have a problem getting your hands dirty. You follow through on every task, no matter how big or small. You understand the importance of keeping on schedule and within budget. You take initiative on projects from the start and know how to bring people together and get things done.

YOU ENJOY IMPROVING PROCESSES

You enjoy making things work efficiently and effectively in order to respond to the needs of our clients quickly. You are able to create and follow standard operating procedures and do not find them restricting.

YOU 'GET' DATA

You're not afraid of reports, score cards and statistics. You are willing to wrestle with numbers and present them well. You get that having good data can help track growth, evaluate progress and identify impact.

INTERESTED?

We've got you covered.



Fair and equitable salaries
EPF and SOSCO contributions
Replacement days off



Personal growth and career
development through training
and project work exposures



Medical Allowance
Family benefits
Insurance coverage for
personal accident &
hospitalisation



Fun colleagues who play
badminton, DOTA together and
engages in a friendly game of
ping-pong in between meetings.
*Yes, we have a ping-pong table
that doubles as a meeting table.*