

*ALKEM is Now Recruiting.....*



**- Admin Assistant -  
(Contract 6 months Extendable)**

**Alkem, a leading publisher, educational books, training kits and educational materials distributor is now looking for an Admin Assistant**

**We are looking for a dynamic and self motivated adult to fulfill the following responsibilities:**

- General Administration and documentation work
- Assist in the preparation for quotations and purchasing
- Customer Service and enquiries

**For the above, you should have:**

- Min O-level.
- Proficient in Microsoft Office (Words, Excel etc)
- Able to operate the PC and reasonable typing speed
- Presentable, Outgoing & Positive Attitude
- Well versed in written and spoken English Language
- Sociable with strong interpersonal and communication
- Preferences for those living in the West of Singapore
- Experience with AS400/BookMaster is an advantage
- No experience needed
- Contract Position (6 months with the option to extend)

**To join our dynamic company, please email your resume and expected pay to**  
**[HR@alkem.com.sg](mailto:HR@alkem.com.sg)**

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**Alkem Company (S) Pte Ltd** - Book Distribution Company. Location:Penjuru. 5 Days week. Min O-Level/SPM. General Admin & documentation work.Assist in preparation of quotations & purchasing. Customer Service & enquiries. Able to operate PC & reasonable typing speed. Proficient in Microsoft Office. Positive Attitude. Malaysian welcome. To apply, pls email resume to [HR@alkem.com.sg](mailto:HR@alkem.com.sg)