

# Join our team as **Training Admin / Receptionist (Full-Time)**

The Training Admin cum Receptionist provides administrative support for training activities and manages front desk responsibilities. Ideal for individuals with strong organizational and communication skills who enjoy working in a fast-paced, people-oriented environment.

## Key Responsibilities:

- Coordinate training logistics (e.g., scheduling, registration, materials).
- Serve as front desk contact: greet visitors, answer calls, and manage inquiries.
- Support documentation: attendance, certificates, evaluations, reports.
- Maintain filing systems for both training and administrative records.
- Assist in organizing training-related events, workshops, and meetings.
- Assist in HRDCorp. IMI documentations/administrations/processes.

## Requirements:

- SPM, Fresh Grade, or Diploma in Business Administration or related discipline.
- 1 years' experience in administration or customer-facing roles.
- Good command of Microsoft Office (Excel, Word, Outlook, MS Forms).
- Well-organized with good time management skills.
- Friendly and professional.

Start Date: Immediate / Based on notice

Salary: Commensurate with qualifications and experience

**APPLY NOW!**

## Contact details are as follows:

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