



### About Mun Siong Engineering Limited

One of Singapore's leading integrated service providers since 1969, Mun Siong Engineering Limited offers a range of mechanical and electrical & instrumentation services for oil & gas, petrochemical, energy, chemicals, and power industries. As a one-stop solution provider, the Mun Siong Group caters for engineering, procurement, fabrication, construction, maintenance of plants and equipment, and specialised products and service solutions.

**Location :** Singapore

### Responsibilities

- Provide administrative and clerical support to the department.
- Responsible for RFID system and staff registration.
- Update records and/or inputting information into the computer system.
- Liaise with employees for attendance, leave and benefits issues.
- Organize and maintain files and records.
- Execute any other ad-hoc duties or projects as may be assigned

### Requirements & Professional Skills

- Min. 1 year of administrative experience.
- Familiar with RFID system.
- Strong coordination and follow-up skills.
- Strong attention to details.
- Good understanding of administrative process management.
- Ability to multitask and prioritize daily workload.



### **Our Core Values**

**Safety**

To put the safety of our staff above all.

**Quality**

To strive for continuous quality improvement in all that we do.

**Customer Focus**

To achieve total customer satisfaction by flawlessly delivering customer wants.

**Leadership**

To be a world-class leader in every aspect of our business.

**Teamwork**

To encourage cooperative efforts at every level and across all activities in our company.