



**VACANCY ANNOUNCEMENT FOR:
ADMINISTRATIVE ASSISTANT**

**THE HIGH COMMISSION OF MALAYSIA
LONDON UNITED KINGDOM**

KEY REQUIREMENTS:

NO RESTRICTION TO WORK IN THE UK (*Applicants must have the required work and/or residency permits to be eligible for consideration*)

Good in **written and oral** communication skills.

OTHER REQUIREMENTS:

- General education with good results in GCSE'S OR equivalent.
- Minimum of 2 years working experience in related field.
- Ability to provide administrative support to co-workers.
- Excellent command of I.T (MS office and email management skills).
- Self-motivated, reliable and punctual.

Interested candidates, Please post/ email your CV with passport photo and covering letter to:

**IMMIGRATION DEPARTMENT (JOB VACANCY)
HIGH COMMISSION OF MALAYSIA
45 BELGRAVE SQUARE
LONDON SW1X 8QT**

Email: jimlondon@btconnect.com or asst1@btconnect.com

**CLOSING DATE FOR APPLICATION IS TUESDAY 31 MARCH 2020
ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEW**

13 MARCH 2020

