

## **Project/ Admin Officer (West Area/Katong/Telok Blangah/Pasir Ris Area)**

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### **Responsibilities:**

- Churn out reports on installation of Telecommunication networks
- Assist project coordinators/engineers/managers on implementation of project
- Drawing of Simple single line diagram using software
- Data entry of claims entry details into the system
- Other ad-hoc duties assigned

### **Requirements:**

- Possess at least N, O level or Diploma with Electrical/Electronic/Mechanical Engineering /Building Service/telecommunication (An Advantage)
- Computer literate is a must
- Knowledge on Fiber Optic/Telecommunication (An Advantage)
- No experience required
- Able to start work immediately

Remark: Kindly indicate your expected salary, last drawn and availability for work commencement.  
Interested applicants email your resume to: **career\_job@hotmail.sg**