

Job Description – NUMed Malaysia Sdn Bhd

Administrative Assistant NUMed Malaysia

Main Purpose

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To provide administrative assistance to support Line Manager, the Senior Curriculum Manager at Newcastle University Medicine Malaysia (NUMed Malaysia) in carrying out duties for the organization. To perform tasks that are diverse and advanced, and to provide administration support to other assigned members of staff as and when required.

Main Duties and Responsibilities

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- 1 Handling Year 1 students' registration (online/physical); prepare the relevant documents, student pack (check & order the items), preparing group & academic mentor list and, liaising with other department to run the session smoothly. Order new name tags; obtain MDM certificates and prepare candidate card for each students.
- 2 Maintain Year 1 database and keep up to date- recording student absences on SAS, MLE and professionalism spreadsheet. Preparation of letters such as GL letter, confirmation, and withdrawal letters. Preparation of handouts/other teaching material. Preparing allocations and transportation for Year 1 ECCE based on KKs, HSI & NGOs and meeting pregnant mothers.
- 3 Preparation of examinations such as SAP, SBA, Oral Presentation and OSCE including of organizing exam set up, printings, seating plans, invigilation, allocate markers for both online and exam markings, exams invigilation and caterings. Organise and assigning markers for online marking for Year 1 assignments. Appointing pregnant mothers for assignment purposes by contacting thru calls/emails.
- 4 Updating the student data in the E-IPTS system from time to time and ensure all the data that uploaded are up to date on every quarter and assist on updating student data for MYRA, SETARA, EMGS, accreditation process for various government bodies such as MQA, MOHE, MOH and MOF.
- 5 Liaising with Newcastle Primary Care Clinic for NUMed Year 1 students Occupational Health Screening. Arranging their appointments and forward the obtained reports to physician for reviewing purpose to find immunization

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status of the students. The feedback will be sent to both local and international students accordingly.

- 6 To compile and manage filling of personal documents and maintenance of records to filling system for smooth and efficient data retrieving that complies with government bodies requirements. (International & Malaysians personal files, Assessment files). Arrange MPU classes and Malay conversation classes.
- 7 Representing NUMed for international students' clearance at KLIA every intake on ad hoc requirements. Taking part as member in NUMed branding and CMA committees to work efficiently to create strategic system for great developments.

Person Specification

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	Qualifications	Essential or Desirable (E or D)
1	SPM / STPM or Diploma in any field	E
	Knowledge, Skills and Experience	
1	Minimum 1 years experience in admisnistrative works	D
2	Knowledge / experience in education industry	D
3	Good command of English and Malay (written& spoken)	E
4	Microsoft Office (Excel / Word/power point)	E
	Attributes and Behaviours	
1	Ensures that all activities are completed on time	E
2	Recognises urgency and takes decisive action when required	E
3	Keeps an open mind to alternative ways of doing things	E
4	Confidently deals with a broad range of information	D

HR Office Use Only

SAP Position Number:

Grade:

Effective Date:

[Click here to enter a date.](#)