



## PELUANG KEEMASAN UNTUK BELIA MALAYSIA

Bagi anda yang berumur 16-35 tahun,  
LULUS / GAGAL di dalam PMR / PT3 / SPM.



**PROGRAM SIJIL KEMAHIRAN MALAYSIA TAHAP 3**

# PENTADBIRAN PEJABAT

**Jabatan Pembangunan Kemahiran Malaysia (JPK)  
SKM N821-001-3 : 2020**

**ECOT** adalah sebuah Pusat Bertauliah di bawah JPK & Penyedia latihan Untuk Program Pentadbiran Pejabat SKM Tahap 3.

### **Badan Penganugerahan:**

Jabatan Pembangunan Kemahiran (JPK), Kementerian Sumber Manusia.

### **Pembiayaan:**

Pinjaman dari PTPK 100% (Perbadanan Tabung Pembangunan Kemahiran).

### **Kaedah Pengajian:**

Sepenuh Masa (face to face and Online Class).

### **Tempoh Pengajian:**

Selama 15 bulan.

### **Kelayakan:**

- ▶ Boleh membaca, menulis dan berkomunikasi dalam BM/BI.
- ▶ Berumur 16 tahun – 35 tahun.

### **Kelebihan:**

- ▶ Elaun Bulanan RM 600.
- ▶ Hostel Disediakan.
- ▶ 30% Teori.
- ▶ 70% Praktikal.
- ▶ Penempatan Kerja & Peluang sambung belajar Tahap 4.



# BUTIRAN KURSUS

## 1. FRONT OFFICE RECEPTIONS

- ▶ Attend visitors.
- ▶ Handle office incoming/outgoing item.
- ▶ Handle office incoming/outgoing communication.
- ▶ Record front office reception activities.

## 2. OFFICE FINANCE HANDLING

- ▶ Prepare petty cash.
- ▶ Handle bills collection .
- ▶ Handle payment vouchers.
- ▶ Prepare report summary.

## 3. OFFICE PROCUREMENT HANDLING

- ▶ Prepare requisition form.
- ▶ Handle incoming procurement documents.
- ▶ Handle purchase items.
- ▶ Coordinate procurement licensing renewal.
- ▶ Record office procurement handling activities.

## 4. OFFICE INVENTORY HANDLING

- ▶ Check office inventory availability.
- ▶ Perform office inventory requisition.
- ▶ Perform office inventory issuance.
- ▶ Record inventory handling activities.
- ▶ Monitor office equipment's movement/transfer & maintenance.
- ▶ Monitor expired/recycled office items.

## 5. OFFICE LOGISTIC HANDLING

- ▶ Arrange staff travel and accommodation.
- ▶ Coordinate dispatch assignment.
- ▶ Coordinate meetings/ event arrangement.
- ▶ Record logistic handling activities.

## 6. OFFICE DOCUMENTATION PREPARATION

- ▶ Produce office documents.
- ▶ Register office documentation.
- ▶ Print office documents.
- ▶ Bind office documents.
- ▶ File office documents.
- ▶ Maintain office documents.

## 7. STAFF ADMINISTRATION SUPERVISION

- ▶ Conduct in-house training.
- ▶ Perform staff appraisal.
- ▶ Monitor office waste disposal.
- ▶ Prepare section budget.
- ▶ Conduct staff meeting/briefing.
- ▶ Monitor occupational health, safety, security and environment implementation.
- ▶ Monitor work flow and work progress.

**+ Free Basic Computer Course  
(Microsoft Office)**



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