



We are Hiring: Office Coordinator (Temporary Staff)

Location: Cyberjaya
Duration: 3 to 6 months (Temporary)
Working Hours: Monday to Friday, 8.30 am – 5.30 pm

Your role will include:

- Welcoming and assisting visitors, clients, and staff at the front desk.
- Handling calls professionally – answering, directing and transferring.
- Managing meeting room bookings and appointments.
- Providing basic administrative support (filing, photocopying, data entry).
- Assisting HR/Admin with onboarding, attendance, and clerical tasks.
- Keeping the reception area neat, presentable, and welcoming.
- Managing travels arrangements ie flight and hotel bookings, etc
- Handle incoming and outgoing courier services and parcels

We're looking for someone who is:

- Organised, reliable, and approachable.
- Proficient in Microsoft Office.
- Able to work well with others as part of a team.

If this sounds like you, we'd love to hear from you!

Send your resume to hr@myid.my and shenaz.razak@myid.my.