JOB PURPOSE : **To support Headquarters in order to ensure effective administration**

RESPONSIBILITIES :

(1) Typing correspondence and filing work.

(2) Draft simple memos and letters.

(3) Check incoming stock .

(4) Maintain Staff Leave Record.

(5) Reconcile daily banked in revenue between Close Bank in Report and report produced by Counting Agent.

(6) Assist Senior Executive, Toll Monitoring/ Executive, Toll Monitoring in checking HQCS data and images from Individual Transaction Report and CCTV recording.

(7) Assist Executives, Toll Monitoring in data encoding and report compilation.

(8) To perform daily reconciliation on Electronic Toll Collection (ETC) data for both KLK and ECE. Comparing End Of Job (EOJ) report from plazas computer system with Daily Settlement Report from Touch N Go Sdn Bhd for immediate detection and notification on any discrepencies.

(9) Any other duties assigned by Manager / Assistant Manager, Toll Monitoring, Senior Executive, Toll Monitoring and Executive, Toll Monitoring.

REQUIRED COMPETENCIES

a) EDUCATION/EXPERIENCE/SKILLS

- SPM

   If the above requirement are not met, below criteria is to be considered:

- Minimum 2 years experiences in clerical works.

b)   Skills

- Computer literate
- Filing skills
- Communication skill

If the above requirement are not met, training on related skill topic to be given, either internally or externally.

DOCUMENT AMENDMENT REGISTER

NO	DATE	REASON	CHAPTER	VERSION
1	02/5/2006	Initial Release	All	1.1
2	01/09/2009	JD updated to be in-line with ISO 9001:2008	All	1.2
3	12/06/2012	New inserted : (7) Assist Toll Monitoring Executives in data encoding and report compilation. (8) To perform daily reconciliation on Electronic Toll Collection (ETC) data for both KLK and ECE. Comparing End Of Job (EOJ) report from plazas computer system with Daily Settlement Report from Touch N Go Sdn Bhd for immediate detection and notification on any discrepencies. This validation activity is only implemented in 2012. (9) To transfer manual adjustment on traffic and revenue to Toll Information System (TIS). (10) Any other duties assigned by Toll Monitoring Manager, Assistant Manager and Toll Monitoring Executive. Reporting to Toll Monitoring Manager, Assistant Manager and Toll Monitoring Executive.	-	1.3
4	21/12/2012	8) To perform daily reconciliation on Electronic Toll Collection (ETC) data for both KLK and ECE. Comparing End Of Job (EOJ) report from plazas computer system with Daily Settlement Report from Touch N Go Sdn Bhd for immediate detection and notification on any discrepencies.	-	1.4
5	16/06/2014	Redesignation job title.	All	1.5
6	23/03/2018	Amendment; - Revision No. changes to Version No. as agreed in the 4th ISO New Standard Transition meeting.	-	1.6

DOCUMENT AMENDMENT REGISTER

NO	DATE	REASON	CHAPTER	VERSION
6	23/03/2018	To Omit JD No. 9. To Transfer manual adjustment on traffic and revenue to Toll Information System (TIS) To update JD No. 6. Assist Senior Executive, Toll Monitoring/ Executive, Toll Monitoring in checking HQCS data and images from Individual Transaction Report and CCTV recording.	-	1.6
7	01/01/2022	Redesignation the Job tittle.	-	1.7