



**Banle 萬利**

<b>Job Title</b>	Assistant Administrative Manager
<b>Location</b>	Kuala Lumpur
<b>Posted on</b>	11/13/2023
<b>Expired on</b>	12/12/2023

[\*\*APPLY NOW\*\*](#)

### **Job Description**

- Supervising the day-to-day operations of the administrative department and staff members.
- Ensuring the Company's daily operation is carried out securely and smoothly.
- Maintaining all policies and procedures manuals.
- Working with the accounting and management teams to set budgets, monitor spending, and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Monitoring and projecting staff needs.
- Collecting, organizing, and storing information using computers and filing systems.
- Ensures completion of all administrative tasks.
- Attend to CEO's personal matters as and when required and instructed.
- Any ad hoc assignments as requested from time to time.
- This role is required to communicate and report to HK Office.

### **Requirement**

- At least 5 years of corporate working experience is required.
- Self-motivated, good team player and ability to handle multiple tasks concurrently.
- Excellent communication skills, both verbal and written.
- Excellent planning, organizational, and project management skills.
- Familiar with common computer software (e.g., Outlook, MS Office, PowerPoint, Zoom)

- Bachelor's degree in business administration, management, or a related field.

### **Do you want to join the Banle family?**

We welcome all candidates who are passionate and committed to teamwork and customer-oriented service. If you would like to apply for the position, please submit your CV with a cover letter and expected salary to our Human Resources Department by clicking 'APPLY NOW'. All applications and personal data provided will be treated as confidential and will be used for recruitment purposes only.

### **Additional Information**

<b>Career Level</b>	Middle Level	
<b>Qualification</b>	Degree	
<b>Years of Experience</b>	5 years experience	
<b>Job Type</b>	Full-time	<input checked="" type="checkbox"/>
	Part-time	<input type="checkbox"/>
	Permanent	<input checked="" type="checkbox"/>
	Temporary	<input type="checkbox"/>

### **Benefits & Others**

Free shuttle bus (*for openings in Hong Kong only*), Medical insurance, Performance bonus, Five-day work week

### **Company Overview**

Established in 2015, CBL International Limited (Nasdaq: BANL) is the listing vehicle of the Banle Group. Banle Group is an established marine fuel logistic company in Asia Pacific, providing customers with a one-stop solution for vessel refuelling. Our main market is the Asia Pacific, with business activities in the major ports in Japan, Korea, China, Hong Kong, Taiwan, Vietnam, Malaysia, Singapore, Thailand, and other places like Turkey and Belgium. We currently have a network of over 55 ports in the Asia Pacific region to supply marine fuel to our customers, making us one of the few bunkering facilitators that can provide network-based service in this part of the world.