



PERMANENT MISSION OF MALAYSIA TO THE UNITED NATIONS

313 East 43rd Street

New York, N.Y. 10017

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Email: mwnewyorkun@kln.gov.my

RECRUITMENT NOTICE NO. 01/2026

Date: January 12, 2026 (Monday)
Post Title: Administrative Assistant
Salary Scale: USD 3,809 x 82 – 5,449
Organisation: Permanent Mission of Malaysia to the United Nations
Type of Appointment: Contract of Service
Closing Date: January 31, 2026 (Saturday)

Job Description

1. Front Desk & Visitor Management

- 1.1. Greet visitors in a professional and courteous manner;
- 1.2. Verify visitors' identity and purpose of visit;
- 1.3. Issue visitor passes and ensure proper sign-in and sign-out procedures;
- 1.4. Notify relevant staff of visitor arrivals;
- 1.5. Ensure visitors are escorted when required; and
- 1.6. Maintain a secure, clean, and orderly reception area.

2. Telephone & Communication Management

- 2.1. Answer, screen, and direct incoming calls to the appropriate person or department;
- 2.2. Handle inquiries professionally without disclosing confidential or sensitive information;
- 2.3. Accurately record and relay messages to the relevant personnel; and
- 2.4. Respond to inquiries in a polite and timely manner.

3. Administrative Support

- 3.1. Maintain accurate visitor logs and records;
- 3.2. Manage scheduling and coordinate meetings;
- 3.3. Handle confidential documents in accordance with Mission policies;
- 3.4. Operate standard office equipment, including computers, photocopiers, and fax machines;
- 3.5. Ensure all Service Contract Registers are properly documented and kept up to date;
- 3.6. Maintain the Residential Contract Register, ensuring all officers' residential agreements are accurately recorded;
- 3.7. Maintain the general office filing system.

4. Security & Access Control Responsibilities

- 4.1. Screen visitors at the front desk;
- 4.2. Monitor and control access to the premises;
- 4.3. Prevent unauthorized access by verifying the identity and authorization of individuals;
- 4.4. Observe and report suspicious behavior, safety hazards, or security breaches;
- 4.5. Coordinate with maintenance, facilities, or management personnel to ensure smooth office operations;
- 4.6. Respond appropriately to emergencies (e.g. fire alarms, medical incidents, security alerts);
- 4.7. Follow established emergency and evacuation procedures; and
- 4.8. Conduct systematic security inspections of the premises at the start and end of each workday, ensuring all doors, windows, access points, alarms, and common areas are properly secured, and report any security concerns or irregularities.

5. Office Coordination

- 5.1. Receive, record, and distribute incoming mail, deliveries, and courier items, and notify recipients accordingly;
- 5.2. Ensure restricted or confidential packages and documents are handled securely;
- 5.3. Coordinate with maintenance teams regarding facility-related issues;

- 5.4. Monitor office supplies, take inventory, and arrange replenishment as required; and
- 5.5. Perform other administrative duties as assigned to support the Mission's operations.

Qualifications

1. Minimum High School Diploma or equivalent in any discipline, with good proficiency in spoken and written English;
2. Computer literate, with at least working knowledge of MS Word and MS Excel. Advanced knowledge of computer troubleshooting, networking, software, or applications will be an added advantage;
3. Good interpersonal and communication skills, pleasant personality, and strong time-management skills;
4. Green Card holder / Permanent Resident or Citizen of the United States only; and
5. Willing and able to work beyond official working hours, including early mornings, evenings, weekends, and public holidays, as required.

Application Procedure

Interested applicants are required to complete the Application for Employment Form (Appendix A), which can be obtained from the Permanent Mission of Malaysia to the United Nations at the address above between 9.00 a.m. and 5.00 p.m. (Monday to Friday), excluding public holidays, or downloaded from the Mission's website at:

https://www.kln.gov.my/web/usa_un-new-york

The completed application form, together with all relevant supporting documents and testimonials, must be submitted no later than **January 31, 2026 (Saturday), at 5.00 p.m.**, via email to mwnewyorkun@kln.gov.my .

Please indicate "**Application for Administrative Assistant No. 01/2026**" in the subject line of the email.

Only shortlisted candidates will be contacted for an interview.

Permanent Mission of Malaysia
New York
January 12, 2026