



Vacancy Announcement No. YIG16060304

Job title:	Office Staff
Job location:	Yangon
Accountable to:	Respective Supervisor
Salary:	Negotiable
No of Position:	8

General presentation

Young Investment Group (Y.I.G) is a leading international private company in Myanmar employing more than 2,526 local human resource talents, and operating 16 principle subsidiaries in Myanmar, China and Singapore. Established in 1998, Y.I.G has grown exponentially while maintaining a strong reputation as the fastest and youngest conglomerate company in today's time with more than hundred Million dollars of Sales Revenue recorded in 2012.

We employ a diverse group of experts to manage our growing businesses. We respect the fundamental rights of our employees and are accountable to provide safe environment conducive to work with a comprehensive occupational safety policy and standards. We promote career growth for our employees through continuous training and advancement programs to sharpen their skills and pave the way for their career growth within our organization.

Please feel free to visit yigmm.com for any additional information.

Duties & Responsibilities:

- Supporting to the team in their day to day activities.
- Operate office machines, such as fax, photocopiers and scanners.
- Prepare correspondence and documents.
- Answer telephones, direct calls and note the message.
- Review files, records, and other documents to obtain information to respond to requests.
- Type necessary documents in both English and Myanmar languages.
- Performing any additional task as assigned by Supervisor

Requirements:

- Any Degree.
- Opening, sociable & optimistic personality
- Hard working, team player, willing to learn new things, good interpersonal communication
- Good at computer office software, meeting arrangement, travel arrangement
- Communicable English
- Able to keep confidentiality
- Able to work under pressure

Application:

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

Attention: Human Resource Officer
Young Investment Group
No. (886/ 888), Pyay Road, 9 Mile, Mayangone
Yangon, Myanmar.
Email to humanresource@yigmm.com

Not later than **Thursday, 16th June 2016.**

- **Only the shortlisted candidates will be contacted.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**