

Job Description – NUMed Malaysia Sdn Bhd

Administrative Assistant NUMed Malaysia

Main Purpose

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To provide administrative assistance to support Line Manager, the Senior Curriculum Manager at Newcastle University Medicine Malaysia (NUMed Malaysia) in carrying out duties for the organization. To perform tasks that are diverse and advanced, and to provide administration support to other assigned members of staff as and when required.

Main Duties and Responsibilities

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1. Input the date from the timetables provided by the course leads into the timetabling software Syllabus Plus (S+). Work in cooperation with academic lead, case/course, teaching coordinators, other significant contributors. The draft timetable should be in accordance with staff and resource availability. Make amendments to the sequence/timing/naming of session based on student's/staff feedback or requests. Print final copies of the timetables for the academic lead to distribute to case/course leads, teaching co-coordinates and other contributors.
2. Provide timely advice on timetabling matters, offer advice that will optimize space utilization and accommodate student and staff needs thus provide general advice and guidance regarding the teaching space and other facilities available and assist in terms of allocating suitable rooms.
3. Ensure that information provided to students and staff is up to date and accurate and first point of call resolution is maximized. Contact for the timetabling team, to provide high quality information and advice in response to questions and queries raised in relation to timetabling and university timetabling protocol and processes. To communicate perceptively with a wide variety of staff and students over ad hoc room booking matters and understanding to resolve any issues surrounding decisions.
4. Work together with Student Office colleague in setting up Assessment for all Stages such as OSCE, SBA and MOSLER as well as Invigilation. Work together with Student Office colleague to prepare student filing as well towards manage filing of documents and maintenance of records to filing system for smooth and efficient
5. Successfully monitor, keep record, liaise with people service and prepare payment for sessional staff based on their teaching hours.
6. Arrange any appointment for the student with the Deans and academic staff upon request.

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7. To perform tasks that are diverse and advanced, and to provide administration support to other assigned members of staff as and when required.

Person Specification

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	Qualifications	Essential or Desirable (E or D)
1	STPM / Diploma or Degree in any field	E
	Knowledge, Skills and Experience	
1	Minimum 1 years experience in administrative works	D
2	Knowledge / experience in education industry	D
3	Good command of English and Malay (written & spoken)	E
4	Microsoft Office (Excel / Word/power point)	E
	Attributes and Behaviours	
1	Ensures that all activities are completed on time	E
2	Recognises urgency and takes decisive action when required	E
3	Keeps an open mind to alternative ways of doing things	E
4	Confidently deals with a broad range of information	D

HR Office Use Only	
SAP Position Number:	
Grade:	
Effective Date:	30/04/2026