

- Assist in organizing and conducting trainings, information sessions and awareness programs suited to meet the needs of MSMEs.
- Updates job knowledge by keeping up with financial and taxation regulations.
- Maintain an asset register and monitor stock and inventory in close collaboration with head office.
- Conduct calibration of equipment that are brought to the Metrology Cell established in the BC's as per the standard operative procedures, and affix seal of calibration on this equipment.

Additional Responsibilities:

- Perform other work related duties assigned by the Business Center Corporation