



## *Admin Officer / Senior Admin Officer*

Are you looking for a meaningful career that makes a difference in the world?

Then consider joining LYS Energy (LYS) team where you will do just that. We want to attract the industries' best and brightest talents to help us achieve our vision to be a vector of the energy transition by re-inventing the energy industry towards a customer-centric prosumer era, in a sustainable way for the benefits of the entire ecosystem and in all verticals we service.

We are currently seeking a dynamic **Admin Officer / Senior Admin Officer** in **SINGAPORE** with a proven track record to support the growth of the Company through efficient administrative operations and management.

You will get the support of other members of LYS Energy to complete the deliverables and engage as a team with the various stakeholders.

### **Role and Responsibilities**

- Handle corporate data management tasks, including maintaining records related to office maintenance schedule, corporate insurance policies, ISO certifications, and any compliance-related data management, ensuring timely renewal or submission;
- Manage incoming and outgoing mail and courier services, ensuring timely delivery and distribution;
- Maintain and procure employee uniforms, office supplies inventory, including stationery, office, food and cleaning supplies;
- Track and manage employee attendance records, ensuring accuracy and compliance with company policies;
- Provide direct administrative support not limited to HR duties but also tasks related to Operation & Maintenance (O&M) and Project Management administration such as forms filling, authority submission, etc.;
- Contribute to employee engagement initiatives, fostering a positive work environment, and promoting team cohesion;
- Undertake any other assigned duties from the HR Team or designated officers as necessary to support the overall functioning of the office.



### Job Requirements/ Qualifications

- Candidate must possess at least Professional Certificate / NITEC, Diploma / Advanced / Higher / Graduate Diploma in any field;
- 1-3 years of experience in office administration, clerical support, or similar roles;
- Minimum entry level candidates are welcome to apply;
- Proficiency in office software such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook);
- Excellent communication and interpersonal skills;
- Ability to handle multiple tasks simultaneously, efficiently prioritize them, and adjust to shifting priorities;
- Familiarity with corporate data management control and procedures;
- Flexibility to take on new tasks or responsibilities as assigned by management;
- Experience with employee engagement initiative is a plus;
- Demonstrate teamwork, a strong sense of responsibility and willingness to learn;
- This position welcomes applications from applicant who are Singaporean Citizens or Singapore Permanent Residents.

### About LYS Energy Solutions:

**LYS ENERGY GROUP** (“**LYS GROUP**”) ([www.lysenergy.com](http://www.lysenergy.com)) is the first Singapore-based Solar Independent Power Producer that builds, owns, and operates solar photovoltaic (PV) systems in the Asia Pacific region. It offers a full range of solar services to install solar energy systems for commercial, industrial, and public sites.

**LYS GROUP** is a wholly owned by **LEADER ENERGY HOLDING BERHAD** (a wholly owned subsidiary of **HNG CAPITAL SDN BHD**) and its subsidiaries (collectively, “**LEADER ENERGY GROUP**” or “**the GROUP**”) with Headquarter in Penang, Malaysia. **LEADER ENERGY GROUP** owns and operates a diverse portfolio of power generation and transmission assets in Cambodia, Vietnam, Malaysia, Singapore, and Taiwan.

**LYS GROUP** provides Asia’s trusted Renewable Energy platform offering hassle-free end-to-end clean energy solutions for businesses: from zero-capex solar energy (PPA), Renewable Energy Certificates (RECs), turnkey Engineering Procurement Construction (EPC) and Operations & Maintenance (O&M) services, to carbon emissions and energy management consulting.

Since its incorporation, **LYS GROUP** has deployed over 50MWp of high-performance solar PV systems, with a pipeline of over 500MWp in Singapore and across the region in Cambodia, Vietnam, Malaysia, Singapore, and Taiwan.

For more information about our Group, please visit our website at [www.leaderenergy.net](http://www.leaderenergy.net)

### How to apply:

Send resume + cover letter to [hr.lysenergy@lysenergy.com](mailto:hr.lysenergy@lysenergy.com)