

Personal Assistant

Job Responsibilities:

- To assist Director in working on matters which fall within the Director's responsibility.
- To carry out research for particular projects, undertake special assignment, ad-hoc functions and other related duties as requested by Director.
- To initiate and drive special projects for the Company
- To follow up and remind Director of important tasks and deadlines.
- To maintain and organize Director Diary, filing and system. Coordinate and schedule appointments, meetings and travel arrangements.
- To provide a comprehensive secretarial and administration service to Director across the range of work.
- To attend all private secretarial duties, personal and confidential matters.

Job Requirements:

- Candidate must possess at least Advanced Diploma or higher qualification.
- At least 5 years of working experience in related field;
- Computer literate and proficient with Microsoft Office;
- Good interpersonal skills and meticulous in carrying out duties;
- Required language(s): Bahasa Malaysia, Mandarin, English;
- Ability to speak Mandarin is an added advantage;
- Independent, creative, self-starter, committed and able to work in a fast-moving and dynamic environment;
- Possess good presentation and communication skill.
- Applicants must be willing to work in Bandar Baru Bangi;
- Prefer candidates with background / qualification in Secretarial/Executive & Personal Assistant or equivalent.

Required document:

Interested candidates are requested to write in with:

- Updated resume stating qualifications, work experience, current and expected salary with a recent passport-sized photography;
- Transcripts from SPM to current level;
- NRIC photocopy;
- Latest 3 months payslip.