

Personal Assistant

Job Responsibilities:

- To provide a comprehensive secretarial and administration service to Director across the range of work.
- To maintain and organize Director Diary, filling and system. Coordinate and schedule appointments, meetings and travel arrangements.
- Handle phone calls and attend to the visitors for Director.
- Undertake special assignment, ad-hoc functions and other related duties to support the department whenever necessary.
- Ability to multi-task and meet tight deadlines while providing consistent and professional services.
- To attend all private secretarial duties, personal and confidential matters.
- Receive, monitor and tract documents to ensure proper handling with regards to signatures, distribution and responses.
- Perform general and office administration works
- Maintain strict confidentiality and interact professionally with all level of management, staff and business partners.
- Responsible for handling of personal correspondences and confidential documentations with a high level of confidentiality.
- Perform any ad hoc and other duties relating to the above as may be assigned by your superior from time to time.

Job Requirements:

- Candidate must possess at least Diploma/Advanced/Higer/Graduate Diploma in Secretarial or equivalent.
- At least 2-3 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;
- Able to start work immediately
- At least 3 Year(s) of working experience in the related field is required for this position.
- Preferably Junior Executive specialized 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.