



Secretary

RESPONSIBILITIES:

1. Provide both clerical and administrative support to Directors, either as part of a team or individually.
2. Answer and screen through all incoming phone calls.
3. Take dictation and minutes
4. Maintain strict confidentiality and interact professionally with all levels of management and staff
5. Handling travel and accommodation arrangements such as flights, hotel reservations and travelling claims.
6. Maintaining, scheduling and coordinating all meeting appointment.
7. Using a variety of software packages such as Microsoft Word, Outlook, PowerPoint, Excel, etc. to produce correspondences and documents and maintain presentations, records, spreadsheets and databases.
8. Coordinate management meeting, taking minutes of meeting and keeping notes.
9. Liaising with staff in other departments and with external contacts for any issues or projects as assigned by the Director.
10. Ordering and maintaining stationery and office equipment to ensure that there are in good working condition.
11. Organizing, sorting and distributing of incoming/outgoing posts for the Corporate Office.
12. Photocopying and printing various documents/reports, etc for presentation purpose.
13. Assisting in compiling market intelligence/databases as and when assigned by the Directors.
14. Liaising with all Heads of Department/Managers for the submission of weekly or monthly reports and/or any tasks as assigned by Directors.
15. You are also required to carry out any other tasks given to you from time to time. In carrying out the above functions, you are to conform to the instructions issued by the Head Office and/or from your immediate Superior from time to time.

EXPERIENCE / SKILLS REQUIRED:

1. Candidate must possess at least a Diploma in Private Secretarial Course or equivalent.
2. At least 2-3 years relevant working experiences.
3. Good command of Mandarin and English, strong writing, spelling, and grammar skills. Bahasa Malaysia language skills are preferred.
4. Strong computer skills including functional proficiency in Microsoft Word, Excel, and PowerPoint.
5. Work well under pressure.