

Personal Assistant To Director

Selangor - Bukit Belimbing, Balakong

Responsibilities:

- Strong writing skills for corporate communications and cover some historical writing on company events
- Well versed in Business Management.
- Arrange appointments, handling phone calls and draft correspondence letters
- Provide general secretarial tasks of Executive Director.
- Ability to work independently and prioritize tasks.
- To manage and administer general, Board and Committee meetings including preparation of agenda and papers as well as drafting of minutes thereafter.
- Possess good interpersonal and communication skills and must be computer literate
- Self motivated, independent, detail oriented and committed to meet deadlines.
- Able to handle confidential matters. Direct all relevant mail to appropriate Department and attend to routine correspondence.
- Proactive, resourceful and able to multitask with high commitment.
- Good interpersonal communication skills and able to work independently
- Proficient in MS office application (Outlook, Word, Excel & Power point).
- Independent, mature, reliable and able to interact with individuals at all levels
- Strong organization and planning skills

Requirements:

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma or Professional Degree in Secretarial or equivalent.
- Good in written and spoken English, Mandarin & Bahasa Malaysia.
- Required skill(s): secretarial duties.
- At least 2 year(s) of working experience in the related field is required for this position.
- Preferably Senior Executives specializing in Secretarial/Executive & Personal Assistant or equivalent. At least 2 year(s) of working experience in the related field is required for this position.