



Designation : **Secretary**
Reporting to : **Head of Department**

Key Responsibilities:

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- To provide administrative support as and when required by the Manager and the Divisions.*
- To be responsible to do typing, compiling and sorting correspondence which relates to respective Divisions*
- To provide administrative and research support as and when required by the Manager and the Divisions*
- To update appointments and to coordinate telephone meeting as and when required by the Manager and the Divisions*
- To monitor and record keeping of medical and annual leave for the respective division.*
- To participate in tendering exercise and to prepare ad hoc customized report/proposal based on client/ customers requirement.*
- To conduct and arrange presentations/meetings with customers/clients for the Manager and the Divisions*
- To maintain the master filing of the Manager and the Division*

Requirements:

- Candidate must possess at least a Diploma in Executive Secretary or Private Secretary or equivalent.*
- At least 2 years of working experience in secretarial or administrative work.*
- Resourceful, initiative, detail-oriented and independent*
- Computer literate with knowledge of MS office application*
- Able to communicate in English and Bahasa Malaysia*
- Mature, independent and responsible*
- Good telephone etiquette and presentable appearance.*

Other reasonable responsibilities may be assigned to you from time to time based on the needs of the Company.