



Designation : **Secretary to COO**
Reporting to : **COO**

Key Responsibilities:

- *Reports directly to the COO and assist the COO calendar and day-to-day task.*
- *To provide administrative support as and when required by the Divisions under him.*
- *To be responsible to do typing, compiling and sorting correspondence this 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.*
- *3 to 5 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.