

VACANCY NOTICE

REF: C21092023

POSITION	SECRETARY
LOCATION	PUTRA HEIGHTS, SUBANG JAYA, SELANGOR
INDUSTRY	BUILDING/CONSTRUCTION, CIVIL/CONSTRUCTION
TYPE	FULL-TIME

JOB SUMMARY

1. Responsible and provide comprehensive administrative and secretarial support to the General Manager.
2. Maintaining GM's agenda and assisting in planning appointments, meetings, conferences, etc.
3. Compose and prepare correspondence and presentations, compile documents for meetings.
4. Liaises with other employees in other departments and external contacts/clients pertaining to secretarial or administrative matters.
5. Maintain GM's office systems, including data management to ensure information is organized and easily accessible.
6. Maintain strict confidentiality and interact professionally with all levels of Management and staff.
7. Maintain strict confidentiality in matters related to the General Manager and Company at all times.
8. To undertake the special assignment, ad-hoc functions, and related duties from time to time.

JOB REQUIREMENTS

1. Preferable female candidate.
2. Candidate must possess at least Bachelor's Degree or Diploma in Secretarial Management or equivalent.
3. Preferable with 2-3 years of experience in the secretarial and administration field.
4. Effective written and verbal communication skills are essential for collaborating with internal teams.
5. Proficiency in Microsoft Office suites and must be computer literate.