

Executive Secretary

Responsibilities:

- Manage HOD's professional and personal schedules and making arrangements for appointments, conferences, travel and etc.
- Handle day to day operational matters of the HOD's Office.
- Work closely with all the Departments / Division to achieve greater operational efficiency and to facilitate effective communication to and from HOD's Office.
- Organise and manage confidential documents, records and maintain a systematic filing for smooth data retrieving.
- Handle all incoming / outgoing calls and enquiries.
- Undertake other special assignment, ad-hoc functions and related duties specified by the Management.

Requirements:

- Diploma in Secretarial Studies or equivalent.
- Minimum 5 years working experience as Personal Assistant / Secretary.
- Age 28 - 35 years old preferably.
- Strong written and verbal communication skill.
- Excellent interpersonal skill with high enthusiasm and creativity.
- Superior relationship management and execution skills.
- Proven achievement in prior employment.
- Proficient in MS Office applications.