

SECRETARY cum PERSONAL ASSISTANT

Location: Kuching, Sarawak

Job Responsibilities:

Act as the point of contact between Managing Director and internal/external clients. Handling confidential and official correspondence, emails, reports and other important documents. Attend all personal assistant duties, confidential matters to MD and to manage Managing Director's calendar and appointments schedule. Arrange travel and flight booking, hotel accommodation and transport arrangement. Carries out any other duties and responsibilities that may be assigned by Managing Director from time to time.

Job Requirements:

- Candidates must possess at least a Diploma in Secretarial / Business Studies / Administration / Management or equivalent.
- Preferably Executive specialized in Secretarial / Personal Assistant with at least 3 year(s) of working experience in related field
- High proficiency of English language is a must. Ability to converse in Mandarin and Malay will be an added advantage.
- Possess a positive working attitude, able to multi-task and meet tight deadlines with good business demeanour, conscientious & discrete in handling confidential information.
- Matured and pleasant personality, confident, good interpersonal and communication skills, highly competent in coordinating and organizing overall secretarial functions.