

Executive Assistant/Personal Assistant JD

Job Overview

As like the corporate giants, we understand the formula to a fruitful venture lies in an idea. To achieve our venture, each department is specialized and spearheaded by dynamic individuals to ensure that we maximise the best of our resources in obtaining solutions.

We are currently seeking to employ a dynamic Executive Assistant whom we can give the autonomy in the daily task and groom to become a competent performer.

Job Responsibilities

- ✓ Managing calendar, organize meetings/appointments of Management for internal and external events
- ✓ Preparation of agendas, memos, meeting minutes for Management to ensure follow through of action items
- ✓ Reminding Management of important tasks and deadlines
- ✓ Booking and arranging travel, transport, accommodation and other logistics support
- ✓ Assisting in preparation of correspondences, letters, other documents
- ✓ Liasing with staffs and clients
- ✓ Collating and filing expenses for claims/reimbursements
- ✓ Assist Management to monitor KPI dashboard & Report
- ✓ Any other ad-hoc duties assigned by the Management

Requirements

- ✓ Detail-oriented with a high level of accuracy
- ✓ High level of responsiveness and availability
- ✓ Resourceful and service oriented
- ✓ Basic experience in MS Excel

Benefits

We offer an attractive compensation and benefits package for successful applicants which includes:

- ✓ Annual Leave
- ✓ Performance Bonus
- ✓ Salary Negotiable