

VACANCY NOTICE

We invite suitable qualified candidates for the following position :

Company : BINA PURI HOLDINGS BHD

Position / Level : **PA CUM PROJECT ADMIN (MALE CANDIDATE ONLY)**

Reporting To : GROUP CHIEF OPERATING OFFICER (GCOO)

No. of Vacancy : 1

DUTIES AND RESPONSIBILITIES

- Available on call for GCOO.
- Performed basic day to day administrative support in both business and GCOO's personal private & confidential tasks (personal properties, credit card etc.).
- Manage GCOO daily calendar and schedule.
- Conduct research and prepare presentations or reports as assigned.
- You will be following the GCOO to meetings and events.
- Correspondence and prioritizing emails/phone calls on behalf for GCOO.
- Draft and writing high quality letters and memo as required by GCOO.
- Coordinated and scheduling meetings, online conference calls, online meeting and related events, prepare meeting materials/reports/documentation and take minutes of meeting, including staff lunches, coffees and etc.
- Follow up on issues raised during meetings and ensure all action has been taken by related parties.
- Make all travel arrangements well in advance, with all visa requirements, hotels, connecting travel arrangements, prepare itinerary and etc for GCOO.
- Greet visitors graciously and in a professional manner.
- Assist on personal and confidential errands assigned or any other assignments as and when required, ensuring they remain secure.
- Maintain strict confidentiality and interact professionally with all level of Management, staff, clients, partners and business associates.
- To comply with and implement the Company's Quality, Safety & Health and Environmental Management System documentation requirements.
- Any other duties and responsibilities as assigned by the management from time to time.

TYPICAL QUALIFICATIONS AND / OR EXPERIENCE REQUIRED BY THE POST HOLDER

- Young male candidate only (English & Chinese Speaking).
- At least 2 year(s) of working experience in the related field is required for this position.
- Strong interpersonal skills and the ability to build relationships with the external and internal parties.
- Excellent written and verbal communication skills across all levels.
- Demonstrate proactive approaches to problem solving and provides capability decision making.
- Flexible and highly resourceful with the ability to work independently.
- Ability to multitask and prioritize daily workload, able to work under pressure.

Those interested, please write in / contact HR Department.

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