

PA CUM POOL SECRETARY
Reporting to : Executive Director

We invite suitable candidate for the following position : -

Company : Bina Puri Holdings Bhd
Position : PA Cum Pool Secretary
No. of Vacancy : 1
Location : HQ, Selayang, Selangor.

DUTIES & RESPONSIBILITIES

- 1) Handle incoming calls, emails, and other correspondence from internal and external contacts, responding promptly and politely;
- 2) Provide daily administrative support in both business and the director's personal private and confidential tasks;
- 3) Organise and manage the director's diaries, and coordinate and schedule appointments/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;
- 4) Follow up on issues raised during meetings and ensure all action has been taken by related parties;
- 5) Booking travel arrangements including visa, flights, airfares, accommodation, itinerary and etc;
- 6) Assist on personal and confidential errands assigned or any other assignments as and when required, ensuring they remain secure;
- 7) Maintain strict confidentiality and interact professionally with all level of Management, staffs, clients, partners and business associates;
- 8) Perform other administrative tasks;
- 9) Any other duties and responsibilities as assigned by the Management from time to time.

TYPICAL QUALIFICATIONS AND/OR EXPERIENCE REQUIRED BY THE POST HOLDER

- 1) Strong interpersonal skills;
- 2) Highly proficient with office technology and working knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook) as well as social media;
- 3) Strong English oral and written communication skills;
- 4) Active listening and good communication skills;
- 5) Proactive approach to problem-solving;
- 6) Strong time-management and organization skills;
- 7) Flexible and highly resourceful with the ability to work independently;
- 8) Ability to multitask and prioritize daily workload, able to work under pressure.

Those interested, please write in / contact HR Department.

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