

JUNIOR PA CUM POOL SECRETARY

We invite suitable candidate for the following position : -

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

DUTIES & RESPONSIBILITIES

- Handle incoming calls, emails, and other correspondence from internal and external contacts, responding promptly and politely;
- Provide full administrative and secretarial support at a senior level to director in both business and the director's personal private and confidential tasks;
- 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.
- Follow up on issues raised during meetings and ensure all action has been taken by related parties;
- Booking travel arrangements including visa, flights, airfares, accommodation, itinerary and etc;
- 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;
- Perform other administrative tasks;
- Any other duties and responsibilities as assigned by the management from time to time.

TYPICAL QUALIFICATIONS AND / OR EXPERIENCE REQUIRED BY THE POST HOLDER

- Fresh graduate is welcome to apply;
- Have 1-2 years of relevant experience (if any);
- Strong English oral and written communication skills;
- Good attitude at work;
- Proficient with office technology and working knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook) as well as social media

Those interested, please write in / contact HR Department.

Tel. No. : 03-6136 3333 ext. 3023 Email : norjazliana@binapuri.com.my