

PERSONAL ASSISTANT (PA)**DUTIES/RESPONSIBILITIES :**

1. Handle incoming calls, emails, and other correspondence from internal and external contacts, responding promptly and politely;
2. Provide full administrative and secretarial support at a senior level to director 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, staff, 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. Have 2-5 years of relevant experience (if any);
2. Strong English oral and written communication skills;
3. Able to speak, read and write Mandarin;
4. Good attitude at work such as proactive approach;
5. 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.

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