

# JOB DESCRIPTION

## Position Summary

We are recruiting a **Personal Assistant** for our Chief Executive Office. The candidate will have to provide full secretarial and administrative support to the CEO office. Other than our CEO, the candidate will also assist in providing full secretarial and administrative support to our Chief Scientific Officer (CSO).

We are looking for a confident individual with an open, approachable and pleasant personality. The chosen candidate report to the Chief Executive Officer and the Chief Scientific Officer and work closely with other employees as well as external parties such as Board Trustees and donors.

## Responsibilities

- 1) Full secretarial and administrative support to the CEO office for CEO and CSO
- 2) Diary and calendar management and scheduling, coordinating and organizing internal and external business meetings
- 3) Manage, prepare reports and take minutes of monthly management meeting
- 4) Coordinate and Company Secretarial support, company secretarial related matters with external company secretaries
- 5) Responsible for checking and coordinating meeting dates, meeting venue, notice and agenda of meeting when external Cosec's services is not engaged
- 6) Organize, coordinate, compile, print, bind, dispatch meeting papers for Board of Trustees, Audit & Finance Committee, Nomination and Remuneration Committee quarterly meetings
- 7) Donors relationship management. To maintain the VVIP/CEO database and correspondences
- 8) Arrange and manage logistics for physical and online trainings, conferences, seminars including air ticket, visa, hotel accommodation
- 9) Assist in fundraising events
- 10) Prepare monthly routine claims; parking, toll, mobile phone, petrol, miscellaneous claims
- 11) Prepare travelling/ medical/dental/optical claims/Purchase Request
- 12) Record retention, filing, updating, archiving information and documents
- 13) Propose, purchase of festive gifts/cards to Trustees, collaborators
- 14) Assist in on-boarding/familiarization for direct reports under CEO
- 15) Greet and attend to guests
- 16) Assist in receptionist certain tasks when receptionist is away

## Qualifications

- Professional Certificate/Diploma/Bachelor's Degree in any discipline with at least 3 years working experience in related field
- Strong verbal and written communication skills in Bahasa Malaysia and English. Preferably someone who understand science and research term
- Good interpersonal skills and able to interact with all levels of staff and external parties
- Good organizational, interpersonal and team working skills