

# VACANCY

## EXECUTIVE SECRETARY TO CHAIRMAN

1 position (Contract)

### Responsibilities:

- Arrange and coordinate compilation of committee papers, board papers and slides presentation.
- Assist in collecting, analyzing, and interpreting data to support decision-making and strategic planning.
- Handle all personal matters of Chairman including arranging travel, transport and accommodation for Chairman either local or overseas.
- Pro-actively liaising and following-up with all internal and external stakeholders on Chairman's requirements and requests.
- Monitor preparation of minutes of meeting and its timely distribution
- Manage Chairman's calendar and correspondences as well as key events and promotions.
- Manage all incoming and outgoing communications.
- Arrange and coordinate meetings and appointments.
- Reporting to the Chairman of the Organization and performing secretarial and administrative duties.

### Requirements:

- Possess minimum a Degree in Marketing/Business Management or any related field from recognised university.
- Proven work experience as a executive assistant is an added advantage.
- Willing to work within time constraints.
- Good interpersonal and communication skills in Bahasa Malaysia and English.
- Independent, proactive and able to work with minimum supervision.
- Willing to work extra hours when needed to meet work demands.
- Able to multi task.

Interested applicants are invited to send CV via email to [humanresource@pblt.com.my](mailto:humanresource@pblt.com.my) latest by 31 August 2023.