

DEPARTMENT : MANAGEMENT

Position : Senior Secretary

Unit :

Position Summary:

Responsible in assisting Chairman or Chief Executive (CE) on daily administrative duties and manage a broad variety of administrative tasks. Ensure Chairman's and CE's room is neat, clean and tidy. Support Chairman and CE in communicating with staff and external parties, and handle any other tasks as directed.

Key Accountabilities:

- a) Assists Chairman and CE with daily administrative duties such as managing an active appointment calendar; preparing and composing correspondences, arranging detailed travel plans, and compiling documents for meetings.
- b) Coordinates and manage all the logistics arrangement for meetings that involved Chairman or CE with both internal and external parties.
- c) Serves as the Chairman and CE's administrative liaison to the Board of Directors and manages Board activities.
- d) Coordinate with relevant Departments to maintain confidential files and contact information; coordinates meetings, conferences, both on and off site to support the Chairman's or CE's schedule.
- e) Manage Chairman's and CE's office and ensure all administrations matters are attended; include but not limited to the followings, answering phones, accepting package and other deliveries, lunchtime relief, and greeting and signing in visitors/guests..
- f) Performs other duties as assigned.

Qualifications:

- a) Minimum SPM or Diploma in Secretarial or any relevant fields.
- b) Minimum 2-8 years of working experience.

Knowledge/skills:

- a) Attention to details able to handle highly confidential task.
- b) Excellent management, time-management, and problem-solving skills; Ability to work independently and with professional discretion.
- c) Multitasking skills –must be able to prioritize tasks.
- d) Able to work under pressure; Ability to work with a broad range of people including all level of staff, Board members, visitors and staff at various levels within the organization.