

VACANCY

OFFICE ASSISTANT – CHAIRMAN OFFICE

1 Contract position available

Responsibilities:

- Must be available to accompany Chairman on national, regional, and international business trips as and when required.
- To assist in managing Chairman's calendar and correspondences as well as key events and promotions.
- To assist in managing all incoming and outgoing communications.
- To assist arrangement and coordination of meetings and appointments.
- To assist in preparing facilities for scheduled or emergency events.
- Reporting to the Chairman of the Organization and performing administrative duties.
- Assist team on administrative works.
- Any other relevant tasks given by the Supervisor/Superior from time to time.

Daily Assistance:

- Provide assistance and practical support whenever required.
- Assist with daily routine/various support day-to-day activities.
- Ensure the comfort and well-being of the Chairman when on duty.
- Facilitate smooth movement and accessibility to the Chairman in any events/functions.

Requirements:

- Possess minimum a SPM and above.
- Fresh Graduate or a minimum 1–2-year experience in the related field is an advantage.
- Willing to work with time constraints.
- Interpersonal and good communication skills.
- 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 encouraged to send CV via email to humanresource@pblt.com.my

Posting Date: 12 February 2025