

Executive Secretary (Management Committee)

Job Description

Personal Qualities

- Age between 30 to 45 years old
- Energetic & positive attitude
- Possess a pleasant personality

Job Requirements

- Provide secretarial and administrative support to the members of Management Committee
- Work and communicate closely with the Vice President
- Co-ordinate special meetings
- Schedule meetings.
- Assist in writing official letter where necessary
- Communicating with members
- Media/Advertising and public relations for PLS exposure
- Prepare documents for AGM

Education

- Candidate must possess at least Diploma/Advanced/Higher/Graduate Diploma in Business Studies/Administration/Management or equivalent.
- Good command of English/Bahasa Malaysia
- Computer savvy is essential.
- Priority will be given for those with working experience in secretarial job

Attractive remuneration and benefits will be offered to the right candidates. Only shortlisted candidates will be called for an interview. Interested candidates can apply with resume and photograph to:

Admin & HR Department
The Pure Life Society
Batu 6, Jalan Puchong,
58200 Kuala Lumpur
Tel : 03-7782 9391 / 03-7785 1087
Fax No : 03-7784 6020 / 03-7785 1173
Email: info@purelifesociety.org.my

