

**THE PURE LIFE SOCIETY
(SHUDDHA SAMAJAM)
(HOME FOR THE UNDERPRIVILEGED)**

Invites applications for the post of

MATRON

Qualities:

- A love for the job among children.
- Going beyond one's line of duty
- Commitment, Innovation & Initiative in performance
- Ability to adapt, adjust & accommodate

Responsibilities:

- To be responsible over the well-being of girls of ages 5-18 and boys, ages 5-12, living within the Home for Orphans and the Underprivileged.
- To monitor closely the Physical, Mental, Moral and Spiritual welfare of the children such as education, health, character through the relevant staff.
- To make use of facilities and improve on same with the co-operation of the relevant officials

Requirements:

- Strength of body, mind and spirit.
- A Bachelor's degree in the relevant field of service or its equivalent.
- A knowledge of nursing and child psychology will be an asset.
- To possess excellent verbal and written knowledge of English and Bahasa Malaysia and preferably one other language
- A personality that commands respect, fear, compassion and firmness.

PERSONAL ASSISTANT TO PRESIDENT

Job Description

Personal Qualities

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

Job Requirements

- Provide secretarial and administrative support to the President;
- Manage and maintain the President's diary and correspondence;
- Ensure busy diary commitments, papers and travel arrangement are managed effectively.
- Schedule meetings.
- Accompany the President for internal & external functions
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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.
- Knowledge of basic graphic works eg : card making is an added advantage.

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
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