



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

JOB VACANCY

CHILD AFFAIRS ASSISTANT

Requirements:

Able to Organize Children's daily needs.

Attributes: Must have love and compassion for children.

Ability to organize and participate in Art, Handicraft & Games (indoor& outdoor) sessions.

Some experience in interacting with children aged 7-12 or 13-17.

Completed SPM or equivalent.

Able to converse in English and Bahasa Malaysia. Tamil will be an added advantage.

Experience in managing children is an added advantage. However training will be provided.

WELFARE OFFICER

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.

Confidential Secretary / Personal Assistant

Key Responsibilities:

Manage and maintain the executive's schedule, appointments, and meetings
Handle confidential correspondence, documents, and reports with discretion
Prepare letters, reports, presentations, and meeting minutes
Screen calls, emails, and visitors, and respond appropriately on behalf of the executive
Coordinate internal and external meetings, including logistics and documentation
Maintain filing systems (physical and electronic) in an organized and secure manner
Assist in drafting official communications and handling sensitive matters
Monitor deadlines and follow up on pending matters
Perform general administrative duties as assigned
Backup for front desk

Requirements:

Diploma or Degree in Business Administration, Secretarial Studies, or related field
Proven experience as a Personal Assistant, Secretary, or similar role
Excellent written and verbal communication skills
Strong organizational and time management skills
High level of integrity and ability to handle confidential information
Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
Ability to multitask and work under pressure
Good interpersonal and problem-solving skills

WELFARE ASSISTANT

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 assist the Welfare Executive in day-to-day operation of the Home & Welfare department which including clerical works and dealing with government departments
- Any other jobs will be assigned from time to time.

Requirements:

- Strength of body, mind and spirit.
- SPM / Diploma qualification
- Experience in clerical works

- 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.

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 / 014-8632050
Fax No : 03-7784 6020 / 03-7785 1173
Email: info@purelifesociety.org.my