



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

JOB VACANCY

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

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