

Senior Executive Administration

Duties and Responsibilities:

- Full spectrum of secretariat and corporate communication
- Minutes writing of Annual General Meetings, secretariat, and committee meeting
- Prepare Annual reports, documents, and presentation materials for stakeholders.
- Follow up on matters arising with various head of departments
- Deliver a high level of customer service to enhance secretariat's performance
- Maintain good internal and external relationships with stakeholders.
- Represent department and organisation at internal and external meetings.
- Maintain good working knowledge of industry trends, products, relevant government policies.

Job Requirement:

- Possess a degree or diploma in Mass Communication or Business
- Prior experience in similar capacity in association and societies an advantage
- Ability to speak fluently and write well in English
- Possess excellent interpersonal and communications skills
- Well verse in MS Office, Excel, and PowerPoint.
- Able to work independently, good initiative, well organized and meticulous.

By submitting the application, you have consented to us collecting, using, retaining, and disclosing your personal data to prospective employers for their consideration. We regret that only shortlisted applicants will be notified.

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