

JOB DESIGNATION : Administrative Assistant
DEPARTMENT : Strategy and Policy Development (SPD) – Manufacturing /
Aftermarket Development Department
LOCATION : Cyberjaya

JOB DESCRIPTION

- Act as the point of contact between executives and internal/external stakeholders
- Provide administrative support to ensure efficient operation of the division and related programs
- Carry out administrative duties such as document processing, filing, copying, binding, and scanning documents.
- Prepare travelling formalities for members of the division
- Prepare necessary documents for finance processing ie: Purchase Request
- Manage and maintain division database, filing and keeping up to date
- Provide secretarial support in divisional meetings and taking minute of meetings
- Assist in events ie conference/townhall/roundtable/technical talk session related to automotive and mobility ecosystem
- Assist HOD and members of division in organising meeting and scheduling
- Perform task required by HOD or the management whenever required.

REQUIREMENTS & SKILLS

- Minimum Diploma in Office Management & Administration or equivalent, at least with 1 year working experience
- Excellent computer skills with MS Office ie: Word, Excel and Power Point
- Experience with meeting preparations, events, conference and traveling arrangements
- Able to work independently with minimum supervision and tight dateline
- A team player with good discipline, professional, practical and highly organised
- Good communication skills, able to communicate in Bahasa Melayu and English

APPLY NOW
jobs@marrii.my