

## **Job Description – NUMed Malaysia Sdn Bhd**

### **Personal Assistant to Provost’s Office NUMed Malaysia**

#### **Main Purpose**

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To provide high level administrative and support to the Senior Leadership Team by handling information requests and performing functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for both Senior Leadership Team.

The post holder will report to both CEO/Provost and Regional Provost & Group CEO (ASEAN).

#### **Main Duties and Responsibilities**

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This role includes but is not limited to the following tasks/duties:

1. With a primary responsibility of supporting to Senior Leadership Team, provide support to them as directed to ensure that company goals and objectives are accomplished, and operations run efficiently.
2. Manage communication between upper management and employees, liaising with internal and external executives on various tasks.
3. Manage professional and personal scheduling for both CEO/Provost and Regional Provost & Group CEO (ASEAN), including agendas, mail, email, calls, travel arrangements, client management, and other company logistics.
4. Provide administrative support in the delivery of assignments and initiatives on behalf of them as and when required.
5. Coordinate reports and documentation for the Board of Executive meetings, attend and take minutes during the meetings.
6. Ensure all correspondence and relevant materials are produced in a timely and accurate manner.
7. Being the liaison person with government authority for NUMed related to application and correspondence.
8. Maintain confidentiality and discretion in handling sensitive information and documents.

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### Person Specification

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No.	Qualifications	Essential or Desirable ( E or D)
1	Diploma, Degree or equivalent qualification in relevant subject plus a minimum of 2 years hands on experience in a similar or related role and knowledge in office management.	E
<b>Knowledge, Skills and Experience</b>		
1	Highly committed and have a proactive attitude	E
2	Ability to work independently, and flexibly as part of multi-disciplinary team	E
3	Excellent command of both spoken and written English and Bahasa Malaysia	E
4	Excellent IT skills (particularly MS Office packages and databases) with the ability to analyse, interpret and present data	E
5	Have multi-tasking abilities and flexibility	D
6	Ability to use tact and discretion and maintain confidentiality	E
<b>Attributes and Behaviours</b>		
1	Enthusiastic and positive outlook	E
2	Identifies quickly what is important and priorities accordingly	E
3	Demonstrates high energy and commitment to the delivery of excellent service	D
4	Plans workload and tasks in a systematic way	D
5	Ensures that all activities are completed on time	D

HR Office Use Only	
SAP Position Number:	
Grade:	
Effective Date:	TBA