



AEROSPACE COMPOSITES MALAYSIA SDN BHD

Executive Office Administrator

Responsibilities:

- Actively managing MD's calendar that includes scheduling needs based on deadlines and deliverables that requires coordination with leaders and other key stakeholders both internally and externally
- Coordinate/ organize visitor meetings that includes rooms, refreshments, meet and greet, provide logistics, etc.
- Prepare meeting agenda and records/minutes of Leadership Meetings.
- Manage a team of Company Driver and coordinate transportation for MD and expatriate Directors
- Handle domestic and international travel arrangements and expense claims and reports for MD and other Directors
- Coordinate and oversee the core initiatives of the MD Office; track tasked projects to completion.
- Draft emails, letters, reports and communicates for the MD Office.
- Handle calls, mail and other communication through the MD Office.
- Liaise, at times, for the MD on highly confidential information.
- Organize and prioritize critical issues and required information for MD to facilitate efficient decision making

Requirements:

- Bachelor degree with minimum of 5 years working experience providing administrative task to senior management
- Full knowledge of office management systems and procedures
- Extremely detail-oriented and possess strong communication and interpersonal skills
- A self-starter with strong sense of ownership and involvement

Kindly contact or send your resume to below address:

Human Resources Department
Aerospace Composites Malaysia Sdn Bhd (411595-X)
Lot 224, Kawasan Perindustrian Bukit Kayu Hitam
06050 Bukit Kayu Hitam, Kedah Darul Aman.
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