



Job responsibilities

- Provides secretarial support services to the Executive Chairman, the Chief Executive Officer, the corporate management in Penang, ESCATEC visitors and guests.
- Responsible to ensure that the Executive Chairman's personal contact is maintained accurately and updated on a timely manner in order to provide the updated contact listing to the Corporate Marketing & Communication Manager for purpose of maintaining the mass mailing listing in Zono CRM.
- Organises the Board of Directors meetings including room, flight, transport, lunch, dinner and hotel arrangements.
- Organises Corporate Management meetings and seminars including issuing the agenda and invitations, taking the minutes, room and infrastructure (concall, file sharing, ...), etc.
- Responsible to upkeep and timely updates of the group's travel procedure.
- Makes all the travel arrangements and books all the flights for ESCATEC travelers (and if required for guests).
 - Reviews, recommends and updates approved corporate hotel listing and rates for ESCATEC travelers, and recommended hotels for customers and guests.
- Maintains updated visitors schedule for the group at all times.
- Organises a perfect stay for business partners visiting Penang.
- Responsible to compile, issue and update the annual official corporate calendar.
- Manages and filter all calls for Penang corporate management team efficiently and professionally.
- Effectively manages the Executive Chairman and Chief Executive Officer's calendar.
- Manage and controls the usage of MAWAR meeting room.
- Provides assistance and support to the Corporate Legal Advisor in proof reading, updating of changes and projects pertaining to corporate and contract related assignments.
- Ensures proper and well-structured filling system for all corporate documents.
- Any other duties assigned by the superior.

Job requirements

- Secretarial diploma/certificate or equivalent.
- Minimum of 3 years related working experience.
- Familiar with MS Office applications and other IT productivity tools.
- Highly proficient in both written and verbal English to an international standard.
- High level of discretion and confidentiality; absolutely trustworthy.
- Well organised and structured.
- Friendly, helpful and well representing personality with good communication skills.
- Independent and self-motivated.

Contact

Ms. GH Ho
Senior HR Officer
ESCATEC Electronics Sdn. Bhd.
Penang, Malaysia
GH.Ho@escatec.com
+60 4 6113 228