

We are one of the leading property marketing companies in Malaysia. In line with our expansion, we invite dynamic, highly motivated and results orientated candidates to join our team in the following position:

Secretary

:: | Job Descriptions:

- To assist in all private secretarial duties including administrative matters and coordination of marketing activities.
- Receive, monitor and track documents to ensure proper handling with regards to signatures, distribution and responses.
- Administer the office management, correspondence, travel arrangements, plan, arrange and take minutes for meetings, and appointments and preparation of operations reports.
- To manage all other ad-hoc tasks as assigned by the management from time to time.

:: | Requirements:-

- PSC or its equivalent. Candidates with other qualifications but possess relevant working experiences may also apply.
- Candidate must have initiative, integrity, and resourcefulness and possess good business communication and excellent interpersonal skills.
- Conversant in Chinese dialects with good command of both written and spoken English and Bahasa Malaysia.
- Good working knowledge of Microsoft Office applications.
- Pleasant and presentable, preferably with at least 1 to 2 years of working experience in similar capacity.

We offer an attractive remuneration package for the successful candidates with **5 days work** job located in **Petaling Jaya**.

Interested candidates are invited to submit their full resume together with a **passport sized photograph** (n.r) to joellum@hartamas.com