

Kuala Lumpur Sports Medicine Centre Sdn Bhd
Human Resource Department
7th Floor, Wisma Perintis,
47, Jalan Dungun, Damansara Heights,
50490 Kuala Lumpur.
Website: www.klsmc.com
Email Add:- recruitment@klsmc.com

Secretary

Responsibilities:

- Provide general secretarial support to Directors.
- Provide ad-hoc project support as assigned by Directors.
- To perform general administrative & clerical duties & to handle Front Office
- To prepare internal and external correspondences.
- Taking minutes of meetings.
- To provide smooth and efficient administration support for all departments to cope with the business needs.
- Handling visitors, logistic arrangement/correspondence, i.e. air ticket, meeting, hotel, Conference Room usage, etc.

Requirements:

- At least a Diploma in Secretarial or equivalent.
- Applicants must be willing to work in Damansara Heights and should be Malaysian citizen.
- Required language(s): English, Bahasa alaysia, Mandarin & Chinese Dialect.
- At least 2 year(s) of working experience in related fields is required.
- Preferably Junior Executives specializing in Secretarial/Executive.
- Own Transport.
- Full-Time position.