



Prospect Consulting Malaysia Sdn Bhd

Our client is one of the few local property development companies that have consistently come up with innovative house designs. The company has been noted for its reputation as a dependable property developer in delivering value added and quality products.

We are seeking enthusiast, dynamic, proactive and resourceful candidates to join our client for the following position:

Junior Secretary cum Admin

MYR 2000 - 2300
Kuala Lumpur - Jalan Raja Chulan

Responsibilities:

- Perform general secretarial duties such as correspondence by fax, letters, emails, screening phone calls, taking minutes of meeting, scheduling appointments, etc
- Maintain proper filing system and ensure effective document control for easy access and retrieval.
- Assist Senior Secretary.
- Any other tasks entrusted by superior.

Requirements:

- Candidate must possess at least a Professional Secretary Certificate or Diploma in Secretarial.
- Basic shorthand knowledge is an advantage.
- At least 1 year(s) of working experience in the related field is required for this position.
- Good command of written and spoken English and Chinese.
- Full-Time positions available.
- **Fresh Graduates are also encouraged to apply**
- Training will be provided.

- Interested candidates please submit CV with a passport size photo attached to:

Contact Person:

Sue Tan
Consultant

M : +6 017 2680 260

E : sue@myprospect.net