

JOB DESCRIPTION

Job Title: Personal Assistant
Location: Perdana University, Serdang
Reporting to: Vice-Chancellor

Principal Duties and Responsibilities

In your capacity as Personal Assistant, you will responsible for the following:-

1. To provide administration, secretarial duties, office management and business support to the Vice Chancellor and to perform a wide variety of typing assignments which are confidential in nature; operate personal computer to edit, revise, and print letters, reports and other documents.
2. To undertake duties away from the office as directed by the Vice Chancellor pertaining to his office, diplomatic or personnel matters.
3. To handle visitors, clients and customers and relatives or personalities when necessary.
4. To be involved with routine administrative matters concerning activities and operations of the department. To receive, screen and to route telephone calls; maintain log of inquiries as required.
5. To sort, screen and distribute incoming and outgoing mail; prepare drafts, photocopies, facsimiles and to operate a variety of office equipment.
6. To establish, maintain, process and updates files, records, database and other duties thereof.
7. To arrange meetings and conferences, schedule interviews, appointments, special events, etc as directed.
8. To make travel, accommodation and other arrangements as necessary.
9. To serve as primary point of direct administrative contact and liaison with other departments, offices, individuals and external institutions and agencies.
10. To be able to work beyond normal working hours as stipulated in the employment contract, either in the office or away from office as required.
11. Maintain utmost confidentiality in all work related matters whilst serving under the Vice Chancellor office or even after leaving the job at all times.

The above highlights some of the primary duties and responsibilities of your job and it will be reviewed by the Supervising Authority from time to time to revise, increase or reduce the scope. This is not intended to be exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.

Person Specification

The successful candidate will ideally possess and demonstrate the following:

- Business qualification (desirable)
- Strong organisational and administrative skills
- The ability to focus on and produce results and prioritise objectives

- Proficiency in computer skills including MS Office Suite, word processing and database management skills.
- An effective verbal and written communication style
- excellent level of verbal and written English
- Strong interpersonal and influencing skills
- The capacity to make decisions and meet deadlines
- The ability to work on one's own initiative as well as in a team environment
- Willingness to work flexibly
- Strong commitment to own continuous professional and personal development
- Experience and a proven track record in a similar role would be an advantage