

Job Description

Job Title:	Personal Assistant / Operations Assistant
Reporting To:	Dean PU-RCSI
Location:	Perdana University, Serdang
Objective:	The objective of this post is to proactively provide high quality administrative and operational support service to the Dean, PU-RCSI.

Specific Duties and Responsibilities include:

- Providing administrative support to the Dean, PU-RCSI
- Preparing such reports and other services related to the position as required from time to time
- Assisting in the preparation and implementation of annual budgets for the Department
- Authorising payments of invoices from department budget for the Department
- Monitoring and maintain the Departmental Accounts and Budget
- Assisting in the preparation of business, period and annual reports for the Department
- Liaising with the Chancellery and PU-RCSI faculty in relation to all school activities and initiatives
- Liaising and co-operating with other RCSI departments and PU-RCSI Programme Office
- Scheduling, attending and keeping records and minutes of meetings as required
- Dealing with and responding to correspondence and preparing documents
- Dealing with telephone and email enquiries
- Creating and maintaining filing systems
- Keeping diaries and taking appointments for the Dean PU-RCSI
- Supporting the delivery of the Schools academic programmes as directed by the Dean PU-RCSI.
- Liaise with the Exams Unit and assist in the execution of PU-RCSI examinations throughout the academic year
- Undergoing programmes of training and development as may be required from time to time
- Representing the best interests of PU-RCSI at all times
- Performing other duties as may be required

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 - obligatory
 - 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
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