



I. Company : PJD Construction Sdn. Bhd.

II. Division & Department: Construction

III. Designation : Secretary

IV. Job Descriptions/Job Responsibilities:

- Perform stenographic/typing duties, office filing and maintenance of filing system for easy retrieval of data.
- Perform secretarial functions such as recoding of minutes of meetings, drafting correspondences routing/batching incoming and outgoing correspondences, co-ordination and scheduling of meetings and appointments, receiving visitors to the office, travel arrangements, etc, as well as maintenance of updated records on such arrangements.
- Handling and maintaining all private and confidential matters/records in relation to letters, memo, correspondences, etc and may monitor action items and when instructed.
- To assist and attend incoming phone calls and take down messages in absence of immediate superior.
- To assist superior in contract/construction related matters, liaison and co-ordinate with internal/external parties (clients, consultants, sub-contractors, authorities, bankers, suppliers, etc) as when required.
- Maintenance of the office area/compound by ensuring good office keeping.
- To assist and relief duties within other divisions/departments in carrying out secretarial and administrative functions, as and when required.

V. Job Requirements:

- Candidate must possess at least a Professional Certificate, Diploma Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Secretarial or equivalent.
- At least 5 year(s) of working experience in the related field is required for this position.
- Preferably candidates specializing in Secretarial / Executive & Personal Assistant or equivalent.
- Computer literate, familiar with Microsoft Office.
- Multi-tasking & priorities tasks, organized & systematic.
- Good interpersonal skills and able to take pressure and willing to put in long hours whenever needed.
- Converse well in English and Bahasa Malaysia; ability to speak and read / write in Mandarin will be an added advantage.

VI. Work Location : Faber Tower

VII. HR Contact Details (HR Contact No., Address and E-mail):-

Contact Name : Maddy / Jasbinder
Telephone No. : 03-2162 1111 (ext. 223 / 204)
E-mail : recruitment.oskh@oskgroup.com
Address : Level 17, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur

VIII. Closing Date : 31 January 2018