



## **GEORGE TOWN WORLD HERITAGE INCORPORATED STAFF RECRUITMENT 2019**

### **PERSONAL ASSISTANT TO THE GENERAL MANAGER**

#### **Job Description**

Provide administrative and secretarial support to the General Manager in a well-organized and timely manner.

#### **Responsibilities**

##### **A. Secretariat support**

- Receive all incoming addressed to the General Manager Office.
- Placing and screening calls and answering queries.
- Arrange appointments and maintain General Manager's calendar to ensure it is managed efficiently and updated continuously.
- Ensure General Manager is aware of important meetings and sensitive, time-bound information.
- Proactively communicate meeting conflicts to General Manager.
- Tracking and follow-up of open tasks from the General Manager to staff.
- Maintaining regular contacts with General Manager while on she is on overseas missions.
- Handling and maintaining policy, confidential and general management files.
- Maintaining chronological file on all outgoing and incoming correspondences.
- Drafting on the request of the General Manager routine correspondences like: letters, memos, note verbales etc.
- Checking for accuracy and format for all outgoing correspondences before handover for General Manager's signature.
- Filter and prepare relevant information for communication to different departments/managers/stakeholders.
- Prepare and improve presentation material.
- Prepare monthly claims for the General Manager.

##### **B. Meeting support**

- Participate in the organization and preparation of staff meetings.
- Take minutes for the monthly managerial meetings and staff meetings.
- Create an entry and follow-up on action items decided in the meetings.



**GEORGE  
TOWN**  
WORLD  
HERITAGE  
INCORPORATED

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MELAKA & **GEORGE TOWN**  
Historic Cities of  
the Straits of Malacca

#### C. Travel arrangements

- Take care of travel arrangements and hotel booking as early as possible to benefit from low prices.
- Ensure arrangements are done in accordance with General Manager's travel preferences.
- Prepare and handle expense claims once the business trip is completed.
- Ensure availability of visas and support visa application as necessary.

#### D. Miscellaneous

- Run errands on behalf of General Manager as required.
- Support preparation and execution of office events.

### Requirements

- Candidate must possess at least a degree and a minimum of TWO years of working experience.
- Experience working in an Executive Office setting is desirable.
- Fluency in English and Malay (both oral and written) is required; knowledge of Mandarin or Tamil is an advantage.
- Knowledge of computer applications -in particular, Microsoft applications, such as Excel and Power Point.
- Good interpersonal and communication skills.
- Willingness to work on weekends or in the evenings.
- Able to work independently, collectively, and in responsible manner.

### Applications

- Complete the application form ([download here](#)).
- Attach your latest and most persuasive resume.
- Attach an appealing cover letter (tell us why you are the best candidate for this position with your expected salary).
- Send all documents to [hr@gtwhi.com.my](mailto:hr@gtwhi.com.my).
- Shortlisted applicants will be notified for interview.