

**GEORGE TOWN WORLD HERITAGE INCORPORATED
RECRUITMENT NOTICE
(21 MARCH 2022-21 APRIL 2022)**

Position : Personal Assistant to the General Manager
Department : General Manager Office
Reports To : General Manager
Supervises : Nil

1. Job Description

The Personal Assistant to the General Manager provides administrative and secretarial support to the General Manager to enhance the efficiency and effectiveness of the office management. The main responsibilities include handling secretarial support, schedules and travel arrangements, and other functions. The Personal Assistant to the General Manager reports directly to the General Manager.

2. Responsibility and Authority

- a) Answer, record and screen incoming calls for the General Manager.
- b) Manage and maintain the General Manager's calendar efficiently.
- c) Remind and assists the General Manager to prepare for meetings and attend events.
- d) Receive all incoming mails addressed to George Town World Heritage Incorporated.
- e) Track and follow-up on tasks assigned by the General Manager to staff.
- f) Manage and maintain the files (soft copy and physical copy) of the General Manager Officer.
- g) Draft correspondences such as letters, emails, memos, notes and others.
- h) Participate in the preparation of Board of Directors Meetings, Managerial Meetings, and Staff Meetings.
- i) Create entry and follow-up on action items decided in the meetings.
- j) Coordinate and book travel and hotel arrangements.
- k) Prepare claims for the General Manager.
- l) Prepare application of visas and other travel documents for the General Manager.
- m) Participate in the documentation and implementation of policies and standard operating procedures consistent to ensure the effective operation of the company.

- n) Establish and maintain effective working relationships with colleagues.
- o) Undertake other duties from time to time as assigned by the General Manager.

3. Qualification and Experience

- a) Graduate degree or higher qualifications in any subject.
- b) At least five years of professional working experience.
- c) Strong proficiency in English and Malay.
- d) Have a valid Class B2/D driving licence.
- e) Genuine enthusiasm for, interest in and understanding of George Town heritage.
- f) Good communication, engagement and interpersonal skills.
- g) Highly organized with meticulous attention to detail.
- h) Strong work ethic with high integrity.
- i) Advanced knowledge of Microsoft Office and computer software.
- j) Other cultural or heritage related experience and training will be added value.
- k) Proactive nature.
- l) Discretion and confidentiality.
- m) High resistance to extended work pressure.

4. Application

- a) Fill in the Application Form Online (<https://na3.ragic.com/gtwhi/ragichr/8>) by 21 April 2022.
- b) Only shortlisted applicants will be notified for interview.
- c) Write to hr@gtwhi.com.my for more information.

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