

**GTWHI_JD-02-03-04
ADMINISTRATIVE ASSISTANT 2**

- 1. Job Title** : Administrative Assistant 2
- 2. Department** : Administration and Finance
- 3. Reports to** : Administrative and Finance Manager
- 4. Supervisee** : Nil

5. Main Purpose of Job

The Administrative Assistant 2 is responsible to provide administrative support to the Company daily operation. This includes delivering and collecting all documents with external parties in Penang. The Administrative Assistant 2 reports to the Administrative and Finance Manager.

- 6. Type of Contract** : Full-time
- 7. Duration** : Open-ended

8. Duties

- a) Collect and dispatch all office-related documents at hand to the locations timely and accurately.
- b) Arrange and keep all brochures neat, organized and within easy reach on the shelves.
- c) Conduct office cleanliness and tidiness on a daily basis.
- d) Manage office recycling materials on a weekly basis.
- e) Ensure that unsafe electrical conditions and practices are promptly reported to the management immediately.
- f) Notify management of any maintenance requirements or needs for repairs or replacement.
- g) Assist in the preparation of a venue set up for any office functions or events.
- h) Assist in any other ad-hoc operations and office administrative tasks.
- i) Provide cross-department support as assigned.
- j) Provide task updates to the management monthly.
- k) Ensure the integration of gender equality, cultural diversity and human rights-based approach in program/activity design, implementation and reporting.

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- l) Maintain proper working file records and documentation.
- m) Establish and maintain effective working relationships with colleagues.
- n) Undertake other duties as assigned by the supervisor or the General Manager.

9. Requirements

- a) SPM or higher qualifications in any subject.
- b) At least two (2) years of relevant working experience.
- c) Able to communicate in Malay (both oral and written); knowledge of English, Mandarin or Tamil is an advantage.
- d) Basic knowledge of computer applications, particularly Microsoft Office.
- e) Genuine enthusiasm for, interest in and understanding of George Town's heritage.
- f) Good communication, engagement and interpersonal skills.
- g) Established troubleshooting skills for effective and efficient solutions.
- h) Strong capacity in multi-tasking.
- i) Trustworthy and strong work ethic with high integrity.
- j) Highly organized with meticulous attention to detail.
- k) Proactive nature.
- l) Self-motivated and able to work independently, collectively, and in a responsible manner.
- m) High resistance to extended work pressure.
- n) Willingness to work on weekends or in the evenings to mitigate and address urgent matters.
