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.

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.

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