



## **Position: Executive Assistant**

### **Job Purpose**

To provide high-level administrative and operational support to senior management, ensuring efficient day-to-day operations, effective communication, and smooth coordination of activities.

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### **Key Responsibilities**

#### **1. Administrative & Executive Support**

- Manage and maintain executives' calendars, appointments, and travel arrangements.
- Handle correspondence, emails, calls, and other communications on behalf of management.
- Prepare and maintain confidential documents, reports, and records.

#### **2. Meeting & Event Coordination**

- Organize and coordinate meetings, including agenda preparation, minutes taking, and follow-ups.
- Coordinate logistics for internal and external events, workshops, or conferences.

#### **3. Document & Presentation Preparation**

- Draft, review, and edit reports, letters, and business documents.
- Prepare high-quality PowerPoint presentations and materials for meetings, proposals, and management reviews.
- Ensure consistency and accuracy in formatting and content.

#### **4. Operational & Office Management**

- Liaise with internal teams and external stakeholders as required.
- Monitor deadlines, action items, and project timelines for management.
- Support in expense claims, budget monitoring, and procurement where necessary.

## 5. Confidentiality & Professionalism

- Handle sensitive information with discretion.
- Maintain a high level of professionalism and integrity in all interactions.

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### Key Requirements

- Diploma/Degree in Business Administration, Office Management, or related field.
- Minimum 3–5 years' experience as an Executive Assistant, Personal Assistant, or similar role.
- Strong proficiency in **Microsoft Office (Word, Excel, PowerPoint)** and digital collaboration tools.
- Excellent communication skills in English and Bahasa Malaysia (written and verbal).
- Strong organizational skills, with the ability to prioritize tasks and work under pressure.
- High level of integrity, confidentiality, and professionalism

Send your resume to **hr@myid.my** and **shenaz.razak@myid.my**.