



ADMINISTRATOR TO COO

Job purpose

To ensure the provision of comprehensive, effective and efficient administrative support to the COO Office, handling confidential matters with integrity at all times. Key accountabilities/primary responsibilities:

- Provide full administrative support to the COO Office which includes responding to all correspondences in a timely manner; ensuring an effective filing system is in place and up-to-date; and using judgement in filtering enquiries appropriately.
- Coordinate diaries and business trips; arrange and service meetings; and organise events.
- Prepare internal and external reports, presentation and documentation, which may include analysis of complex data and information, ensuring accuracy at all times.
- Verify documents and payments for sign-off.
- Undertake special assignments and projects assigned by the COO.

Applicants applying for Administrator position should possess the following qualifications and experiences:

- Relevant degree from a reputable university.
- Previous work experience within an administrative support role.
- Able to handle Microsoft Words, Excel, Outlook and Power Point.
- Able to produce clear, accurate and concise written documentation.
- Experience of analysing data and presenting summary information clearly.
- Able to organise calendar effectively.
- Able to successfully plan and deliver administrative projects within stipulated timeline.
- Able to work well with minimum supervision.
- Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.
- Able to solicit ideas and opinions to help form specific work plans.
- Work effectively with a diverse range of people.
- High level communication skills. Able to seek and clarify detail.
- Experience of providing advice on administrative procedures to colleagues.
- Very good standard of spoken and written English and Bahasa Melayu.
- Able to deal with sensitive information in a confidential manner.
- Independent and highly motivated.
- Work well in a changing environment.
- Able to start immediately.