



TAN CHONG MOTOR HOLDINGS BERHAD

We are a public listed company on the Main Board of Bursa Malaysia with primary activities in the distribution of passenger and commercial vehicles. In line with our rapid business expansion in the automobile industry, we are currently seeking to employ dedicated and enthusiastic individuals to be part of our team, amongst others as:

PERSONAL ASSISTANT

Responsibilities:

- Responsible for Chairman's personal and business matters.
- Follow-up and report to Chairman on urgent matters and issues raised during meetings.
- Provide full range of secretarial and administrative duties.
- To manage meeting schedules, correspondences, reports, call screening, travel arrangements, handling private and confidential matters.
- Assist in the preparation of presentation & organizing internal & external events.
- Assist in drafting letters, memorandums and handling corporate matters.
- To maintain a systematic filing system and safe keeping of important documents.
- Translation of documents from Chinese to English and vice versa.
- Able to maintain strict confidentiality and interact professionally with all levels of Management and staff.
- Undertake special assignments, ad-hoc functions and related duties as and when required.

Requirements:

- Degree holder or Diploma in Private Secretarial Course or equivalent.
- Candidates must possess at least 5 years similar working experience.
- Possess excellent interpersonal & communication skills.
- Strong coordination, initiative and able to work under minimum supervision.
- Matured, pleasant personality, self-motivated, multi tasking and able to work independently.
- Excellent command of both written & spoken English and Chinese. Ability to speak Hokkien will be an added advantage.
- Proficient in Microsoft Office applications.

EXECUTIVE SECRETARY

Responsibilities:

- Follow-up and report to the General Manager on urgent matters and issues raised during meetings.
- Coordinate various meeting preparations including compiling meeting files and writing minutes.
- Schedule travel itinerary, accommodation reservations, dining reservations, appointments and meetings.
- Draft correspondence on behalf of the General Manager.
- Maintain a systematic filing system and safe keeping of important documents.
- Receive incoming mails or faxes and provide appropriate attention.
- Attend to guests or visitors to General Manager's office.
- Organize, plan and handle ad-hoc functions.
- Provide general administrative duties from time to time.

Requirements:

- PSC/Diploma in Secretaryship or its equivalent. Those with Diploma/ Degree in Business Administration/ Marketing qualifications are encouraged to apply.
- Candidates with ICSA qualifications are encouraged to apply.
- Minimum 2 years of working experience in secretary job function.
- Good computer skills in Microsoft Word, Excel and Power Point applications.
- Proficient in both written and spoken English and Bahasa Malaysia.
- Able to work independently and under pressure with high degree of confidentiality.
- Mature, multi-tasking and possess a good working attitude.
- Pleasant personality with good interpersonal skills and social etiquette.
- Willing to work on EVERY SATURDAY (HALF day).
- Applicants should be Malaysian citizens or hold relevant residence status.

Interested applicants are advised to write or e-mail with a detailed resume and a recent photograph (n.r.) to us at:

**Group Human Capital Management Divison,
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