

Post Description

1. Title of Position : Executive Secretary
2. Category : General Service
3. Duties & Responsibilities : Performing secretarial service to the Centre Director
 - Services the Centre Director in area of arranging appointments, receiving the Centre Director's guests, placing and screening telephone calls, liaising with relevant divisions in arranging travel for the Centre Director, etc.
 - Responsible for official correspondences, reports and memorandum, etc.
 - Assists in the management of communications tools to ensure the effectiveness of communication between centre and public
 - Coordinates internal meetings, arranges necessary documents, and prepares minutes of staff meetings and special meetings when required.
 - Perform other tasks as may be assigned from time to time by the Centre Director.
4. Qualifications and Experiences
 - a) A Bachelor Degree in Mass Communications, Business Administration or related field.
 - b) Good command of written and spoken English.
 - c) Skillful with computer operations and application programs, such as MS Office social medias, and online applications.
 - d) Minimum 3 years of working experience.