

Job Description (JD)		JD Temp. Ver.	0.9	Page	1 of 2
Job Title	Personal Assistant	JD ID	AD-PEAS	JD Version	0.1
Organization	Hup Chong Furniture Sdn. Bhd.	Org. Number	557298-X	Date Comp.	2017/01/009

1. Job Summary

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

2. General Information

<i>Contract Type</i>	Permanent	<i>Working Days</i>	Mondays – Fridays
<i>Weekends</i>	Frequent	<i>Work Duration</i>	8 hours 45 minutes
<i>Working Hours</i>	8:30am – 6:15pm	<i>Dress Code</i>	Business or smart casual
<i>Location</i>	PT 1652 Batu 5-1/4, Jalan Kapar, 41400 Klang, Selangor, Malaysia		
<i>D. Report</i>	Managing Director		
<i>D. Subordinate</i>	-		

3. Functions

Essential	<ol style="list-style-type: none"> 1. Personal Assistant Duties (60%) <ol style="list-style-type: none"> a. Anticipates and performs a very wide scope of tasks given by the directors. These tasks can be related to the company or the directors' family. b. Conducts financial transactions or any miscellaneous purchases through cheques, credit cards, or online. c. Screens all contacts, inquiries, and requests, and handles them when appropriate on almost all communication platforms, such as phone calls, emails, faxes, and letters. d. Schedules and organises appointments, meetings, events, and celebrations. e. Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports. f. Conduct searches to find needed information, using such sources as the Internet. g. Arranges travels, visas and accommodation. 2. Clerical Duties (30%) <ol style="list-style-type: none"> a. Manages rentals, maintenance, taxes, and other tasks for real estate. b. Manages insurance, inspection, servicing, taxes, and other tasks for company vehicles. c. Manages office supplies and maintenance. 3. Personal Development Duties (10%) <ol style="list-style-type: none"> a. Reviews personal performance together with directors, then plans and implements lasting and substantial improvements on self.
Non-Essential	<ol style="list-style-type: none"> 1. Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll. 2. Provide services to customers, such as order placement or account information.
Authority	-

4. Requirements

<i>Experiences</i>	At least 3 years as a personal assistant, secretary, or related role
<i>Education</i>	Preferably a Bachelor's Degree, Post Graduate Diploma, or Professional Degree SPM certification
<i>Knowledge</i>	<ol style="list-style-type: none"> 1. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology. 2. English, Chinese, and Malay Languages — Knowledge of the structure and content of English, Chinese, and Malay languages including the meaning and spelling of words, rules of composition, and grammar. 3. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. 4. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
<i>Skills</i>	<ol style="list-style-type: none"> 1. Time Management — Managing one's own time and the time of others. 2. Writing and Speaking — Communicating effectively in writing and speaking as appropriate for the needs of the audience. 3. Service Orientation — Actively looking for ways to help people. 4. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
<i>Abilities</i>	<ol style="list-style-type: none"> 1. Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. 2. Oral and Written Expression — The ability to communicate information and ideas in speaking and writing so others will understand. 3. Oral and Written Comprehension — The ability to listen or read, and understand information and ideas presented through spoken words and sentences, or in writing.

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5. Sources	
<i>Internet</i>	https://www.onetonline.org/link/summary/43-6014.00