

JOB VACANCY



PERSONAL ASSISTANT

JOB DESCRIPTION

- Manage the General Manager's calendar, including scheduling appointments, meetings, and daily engagements.
- Prepare reports, presentations, meeting agendas, and minutes for the General Manager.
- Coordinate internal and external meetings, travel arrangements, and logistics.
- Act as a liaison between the General Manager, department heads, and external stakeholders to ensure smooth communication.
- Maintain confidentiality of sensitive information and ensure proper documentation and filing of executive records.

REQUIREMENT

- Diploma or Degree in Business Administration, Management, or a related field.
- Minimum 2–5 years of experience as a Personal Assistant or Executive Assistant, preferably supporting senior management.
- Strong organizational, multitasking, and time management skills with the ability to work under pressure.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and strong communication and written skills in English and Bahasa Malaysia.
- High level of integrity and professionalism with the ability to handle confidential information and work with minimal supervision.

Email your **resume and education certificates** to career.kts@tdmberhad.com.my
Any inquiry, please contact Human Resource & Administration at **09 637 8888 / 013 984 3025**

