

## **JOB DESCRIPTION**

### **Executive Assistant to the Managing Director (Kuala Lumpur, MALAYSIA)**

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#### **SUMMARY STATEMENT:**

This is a key role, supporting the work of Seanet Technologies at the most senior level. Reporting to the Managing Director you will be required to:

- Support the day to day work of the Managing Director
- Service Seanet Technologies' senior management team meetings
- Service the board

You will have access to confidential information, requiring absolute discretion at all times. Seanet Technologies is a busy organization and therefore the ability to organize and prioritize tasks is a key requirement. You will have demonstrable experience of working at a similar level and proven administrative, secretarial and office skills. You will need to be able to plan, organize anticipate requirements well in advance to support the smooth running of the business.

You will be responsible for supporting all aspects of the Managing Director's work including appointments and the diary, travel and accommodation as required in addition to managing dates, producing agendas, minutes and all key paperwork for meetings.

You will have excellent written and verbal communication skills and be experienced at dealing with a range of external stakeholders including Seanet Technologies' key client groups, with industry and business support at local, regional and national levels in addition to Seanet Technologies' board.

This role works across the organization to ensure that Seanet Technologies operates intelligently and strategically.

#### **RELATIONSHIPS:**

Reports to: Managing Director

Subordinate Staff: None

External contacts: Clients, Partners and Associates

## **MAJOR RESPONSIBILITIES/DUTIES:**

Working with the Managing Director, the board, the senior management team and other staff to:

1. Ensure statutory requirements are identified and met
2. Contribute to the overall development of Seanet Technologies and its activities
3. Maintain and develop systems, procedures and records in line with the organization's policies and objectives
4. Ensure necessary records are maintained that can readily provide current, accurate and accessible information
5. Work within the framework of Seanet Technologies' corporate plan as directed by the Managing Director
6. Support the Managing Director in the preparation and presentation of reports, proposals, budgets and related activities in servicing and developing contracts and relationships with stakeholders and partners
7. Support the Managing Director in the preparation of all documentation required for key decision making as required
8. Under the guidance of the Managing Director ensure Seanet Technologies' corporate methods for monitoring and evaluating the effectiveness and impact of Seanet Technologies' strategic initiatives and the impact of investments that Seanet Technologies makes are applied.

## **REQUIREMENTS/QUALIFICATIONS:**

Applicants must be able to demonstrate understanding, experience and ability as follows:

### Essential

- You will have demonstrable experience of working in a similar role at a comparable level in a company.
- Have an understanding of the requirements and implications of working to a Managing Director.
- IT literacy; experience of Word, Excel, PowerPoint, access database software etc.
- Excellent administration and secretarial skills.
- Excellent verbal and written communication skills.
- Willing to travel.

### Desirable

- An understanding of the statutory responsibilities of running a company.
- An understanding of the operation, application and accountability of public funds.
- Experience of companies that work in partnership as well as competition.
- Event organization.

## **PERFORMANCE COMPETENCIES AND CRITERIA:**

Working with the Managing Director and other staff to:

- Comprehensive administration duties in support of the Managing Director, board and senior management team.
- Arranging travel and accommodation for the Managing Director.
- Day to day planning and organization of the Managing Director's diary.
- Dealing with the Managing Director's post and correspondence.
- Set up meetings and appointments, organizing venues and hospitality for visitors etc.
- Take responsibility for the ordering of stationary and office supplies.
- Service the board including the production of agendas, minutes and key papers.
- Document minutes of all meetings as directed by the Managing Director.
- Undertake mailings and communication as directed by the Managing Director.
- Set up and maintain the integrated electronic and paper based filing systems.
- Work with the communications team to maintain and develop databases and mailing lists to ensure they are current and up to date at all times.
- Play a key role in the formatting and presentation of Seanet Technologies' corporate materials and documents.
- Maintaining the company's records including personnel files.
- Any other duties appropriate to the post.

### **Additional Information**

All contracts of employment with Seonet Technologies are offered on a permanent contract basis subject to the availability of resource.

### **Application Information**

To make an application, please send a CV and comprehensive covering letter explaining the qualities, knowledge, skills and experience you can bring to the role.

Please mark your application 'private and confidential' stating the job you have applied for, and send it to:

Rahayu Ezrani Abdul Rahman  
Managing Director  
Southeastasianet Technologies MSC Sdn Bhd  
B-612, Level 6, Block B, Kelana Square  
17 Jalan SS7/26  
47301 Kelana Jaya  
Selangor Darul Ehsan

Email: [careers@seanetmsc.com](mailto:careers@seanetmsc.com)