

# Job Description

<b>Organisation:</b>	PERGAS
<b>Job Title:</b>	Assistant Executive / Executive, Secretariat & PA
<b>No. of Reportees:</b>	N.A.
<b>Job Grade:</b>	
<b>Position Reports to:</b>	Senior Executive, Corporate Communications & Services

## General Purpose of Position:

You will be providing executive, administrative, secretarial and development support to the President and the Directorate of Pergas.

## Education and Experience:

- Diploma
- At least 2 years of experience in secretarial work
- Strong verbal and written communication in English, Malay and Arabic
- Familiar with the expectations of a Volunteer Welfare Organisation

## Profile:

- Able to work in a fast-paced and demanding environment
- Able to work long hours and over the weekends
- Adept at working individually with minimal supervision and also with varied teams and workgroups
- Self-motivated and dependable
- Attentive and proactive
- Honest and trustworthy
- Flexible and open-minded
- Meticulous with an eye for details and resourceful

## Type of Skills and/or License or Certification Required:

- Well-versed in Microsoft Office software suite
- Good organisational skills
- Adept at multi-tasking

## Internal/External Contact:

- External - Ministries, local and international stakeholders  
Internal - Staff members

## Physical Work Environment:

- Desk-job in an office setting
- Overseas travelling