

## Special Officer to Executive Chairman

### RESPONSIBILITY

1. Assist with the preparation of weekly, monthly or quarterly reports and presentations.
2. Work closely and assist Finance Department to prepare monthly/quarterly/yearly finance report to the Chairman.
3. Work closely with all of the Head of Departments to support with their operation whenever needed.
4. Work closely with the Business Development department to support on the strategic company directions.
5. Assist Chairman in scheduling appointments, maintaining an events calendar, and sending reminders.
6. Attend internal and external meetings with the Chairman.
7. Prepare minutes meeting for any attended meetings by the Chairman.
8. Representing as an authorize personnel whenever needed by the Chairman
9. Assist Chairman in handling clients, vendors, and guest whenever necessary.
10. Assist in any issue that will be raise up by the Chairman.
11. Support in any administrative or secretarial work that being needed by the Chairman.

### REQUIREMENTS

1. Minimum Diploma/Bachelor's degree in Finance/Banking/Business Administration/Strategic Management etc.
2. ACCA/MIA/CFA or other professional certification would be an added advantages.
3. Language : English, Mandarin language or other foreign language would be an added advantages.
4. With at least three (3) years of experience in Finance line such as corporate finance, accounting, auditing, treasury.
5. Experience as a personal assistant would be an added advantage.
6. Good in strategic planning.