

# Management Trainee

## **JOB DESCRIPTION**

1. Assist with daily operations and services including company's and cross-departmental project.
2. Coordinate with team members and other departments for project progression and deadline adherence.
3. Ensure reports are accurate and delivered within the deadline. Data analysis may be required for reporting tasks.
4. Responsible for preparing meeting agendas, attending meetings as necessary, and accurately recording minutes. Ensures timely follow-up on action items.
5. Provide problem-solving support to the Management team.
6. Cultivate and sustain positive working relationships with employees at all levels, as well as with clients and stakeholders.
7. Any other ad hoc assignments from Management from time to time.

## **JOB REQUIREMENT**

1. Bachelor's degree in business administration, Accounting, Finance, medical or a related field is required.
2. Eager to learn new skills and knowledge and enhance leadership capabilities.
3. Fresh graduates are highly encouraged to apply.
4. Strong communication and interpersonal skills, with the ability to interact professionally with individuals at all levels.