

Position: Administrative Executive
Full Time Job
RM 3,500 – RM4,000

As an administrative executive working in a Malaysian small animal veterinary association, your responsibilities may include the following:

Job Description

- Assist with updating of Association's membership and arrears.
- Overseeing day-to-day operations, maintaining office supplies, managing schedules, and coordinating meetings.
- Assist with dictation and meeting minutes, accurately enter notes and distribute.
- Organizing and executing conferences, workshops, and other veterinary events.
- Handling correspondence, emails, and phone calls and ensuring effective communication among members.
- Maintaining and updating essential documents, records, and policies.
- Assisting in promoting the association's activities and events through various channels.
- Maintaining and updating social media platforms to engage with members and the public.
- Handle requests, feedback, and queries quickly and professionally.
- Arrange executive travel, hotel, and dining arrangements as needed.
- Monitor office supply levels; reorder when appropriate.
- Maintain strong relationships with vendors and keep price data to get the best pricing on supplies and services.
- assist the President and the Secretary in delegating tasks appropriately to other EXCO members upon instruction.

Job Requirement

- Candidates must possess at least Diploma, Advanced/Higher Grade/Graduate Diploma, in Management or equivalent.
- Required skill(s): interacting and communicating well with external/ external clients, working independently, and organizing complex clerical tasks.
- Required language(s): Bahasa Malaysia and English
- Proficient in office productivity tools (e.g., Excel, Word, and PowerPoint).
- High attention to detail, follow-through, and accuracy
- Preferably Junior Executives specializing in Clerical/Administrative Support or equivalent