



Business Unit: Power Business

Position: Administrative Officer to Office of the President

JOB SUMMARY

The incumbent will mainly support the company's advisers and overarching administrative work in the Office of the President.

ROLES AND RESPONSIBILITIES

- Take care and provide support to the advisers
- Assist and support work/arrangements from the Office of the President as assigned
- Keep and maintain data and document systematically and efficiently
- Coordinate with various internal and external parties.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related fields e.g. secretarial studies, business administration, literature etc.
- At least 2 years of experience
- Good command of English -- speaking, writing, listening and reading skills
- Possess multitasking skills
- Strong interpersonal skills
- Strong problem solving and analytical thinking skills
- Positive mindset

If you are interested, send us an email with your updated CV at

tassawalai.p@bgrimmpower.com

