

**MACROKIOSK** is looking for

## **Administration Executive, Corporate Affairs (Malaysia)**

Your roles and responsibilities:

- Handle administrative works within Corporate Affairs including organising and managing the safekeeping of documents, records as well as maintaining an organised filing for effective data retrieval.
- Execute documents and/or agreements.
- Monitor the expiration of agreements and alert the stakeholders on the renewal of agreements.
- Arrange legal documents and/or agreements for stamping.
- Undertake ad-hoc assignments and related duties as and when required.
- Ensure efficient and effective administrative information and assistance.

What we need from you:

- At least 2 years of corporate affairs or legal experience.
- Good verbal and written English, Mandarin and Bahasa Malaysia communication skills.
- Personality traits – meticulous, pleasant, self-motivated, enthusiastic, result-oriented, responsible, independent, trustworthy, ethical and a team player.
- Proficient in MS Office applications.
- Possess technical skills, including the ability to work with database management
- Possess a Diploma/Degree in Business Administration or Office Management or its equivalent.

Only shortlisted candidates  
will be notified



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