

We Are Hiring

Executive Assistant for Managing Director

This position requires flexible, competent, and proactive in handling a varied and demanding workload and recognizing the changing needs of the MMA APAC Managing Director.

The successful candidate will have:

- Work experience as an Executive Assistant, Personal Assistant or similar role
- Fluent in English - must be able to address any information sufficiently with excellent oral & written English communication skills
- Outstanding organizational, time management skills, and impeccable attention to detail
- Experience working in international environment preferable.
- IELTS 7 - 7.5 or equivalent
- Excellent MS Office knowledge
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Discretion and confidentiality
- BA degree
- PA diploma or certification is a plus

Primary responsibilities include:

- Provide sophisticated calendar management for the MD
- Prioritize inquiries and requests while troubleshooting conflicts, make judgments and recommendations to ensure smooth day-to-day engagements.
- Work closely with the MD to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Assisting MD in partnership & membership initiatives
- Report directly to MD
- Act as the point of contact among executives, employees, clients and other external partners
- Rack daily expenses and prepare weekly, monthly or quarterly reports
- Oversee the performance of other clerical staff
- Format information for internal and external communication - memos, emails, presentations, reports
- Take minutes during meetings
- Organize and maintain the office filing system



Contact information:

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Ms. Lily: lily.nguyen@mmaglobal.com

Please include a CV and a cover letter when applying for the position.

<https://www.mmaglobal.com/>

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