

Administrative Assistant (1 year contract with potential for extension / Kuala Lumpur)

Commencing December 2010

Salary range: RM 1,500 – 2,000

Responsibilities:

Support the ProForest South East Asia office in Kuala Lumpur and help manage administrative work.

Tasks and duties will cover the following:

1) Assistance to the team

- Provide ad hoc assistance to the technical team and the administrator
- Assist in projects expenses and claims
- Organizing and photocopying of project and training materials

2) Phones and communications

- To answer and redirect incoming phone calls as necessary
- Manage answer phone systems

3) Arranging travel

- Flights, car hire, accommodation, visas, meeting venues, etc.

4) Arranging meetings

- Coordinating meetings internally and with external people as requested

5) Supporting with office supplies and services

- Stationery, cleaning, recycling, water, etc.
- Maintaining office equipment and if necessary replacing

6) Papers and photocopying

- Collating, photocopying, scanning and distributing papers

8) Mail and Courier

- Organize overseas and local courier and postal service
- Collect weekly mail

Requirements:

- Minimum SPM qualification or equivalent
- Some experience working in office administration and/or clerical work
- MS Office Computer skills
- High level of accuracy
- Excellent written and spoken English. Good command of spoken and written Malay is also required. Any other language skills is an advantage
- Good communication skills and telephone manner
- Good time keeping and used to working to deadlines
- An interest in forestry, natural resource management, ecology, anthropology or a related discipline helpful
- Own transport is helpful