PERSONAL ASSISTANT TO CHIEF EXECUTIVE OFFICER (CEO)

YAYASAN HIJAU MALAYSIA

Yayasan Hijau Malaysia is a leading nonprofit organization dedicated to advancing environmental sustainability and conservation efforts across Malaysia. With a focus on inspiring and implementing innovative solutions to environmental challenges, we strive to create a lasting impact on both local and global ecosystems. Our work encompasses a range of initiatives, from community-based conservation projects to nationwide sustainability campaigns.

We are seeking a highly organized and proactive Personal Assistant to the Chief Executive Officer (CEO) to provide comprehensive executive and administrative support. This pivotal role focuses on managing the CEO's schedule, coordinating communications, and ensuring the smooth day-to-day operations of the CEO's office. The ideal candidate is detail-oriented, discreet, and dependable, with strong organizational and communication skills, capable of supporting the CEO effectively and contributing to the overall efficiency and professionalism of Yayasan Hijau Malaysia.

Key Responsibilities:

- Provide high-level administrative and secretarial support to the CEO.
- Manage and coordinate the CEO's daily schedule, meetings, travel, and appointments.
- Handle correspondence, emails, calls, and communications on behalf of the CEO with professionalism and discretion.
- Prepare, organize, and maintain documents, reports, presentations, and confidential records.
- Coordinate meetings, prepare agendas and minutes, and follow up on action items.
- Act as a key liaison between the CEO and internal teams, government agencies, and external stakeholders.
- Ensure confidentiality and proper management of sensitive information.
- Manage CEO's official claim and support the CEO with ad-hoc tasks and special assignments as required.

Requirements:

- Minimum of 5 years of experience in **secretarial and management roles**, with experience supporting top management considered an added advantage.
- Excellent written and verbal communication skills in English and Bahasa Malaysia, including the ability to liaise effectively with Ministries, government agencies, and public sector stakeholders.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Highly organized, proactive, detail-oriented, and able to work under pressure.
- Strong time management skills with the ability to prioritize tasks effectively.
- High level of integrity, professionalism, and confidentiality.
- Written and verbal communication skills, with proficiency in English and Bahasa Malaysia.

Why Join Us?

- Impactful Work: Make a tangible difference in the fight against environmental challenges.
- Dynamic Team: Join a passionate team of professionals dedicated to making a positive impact.
- Growth Opportunities: Enjoy opportunities for professional development in a supportive and ambitious environment.
- Competitive Compensation: We offer a competitive salary and benefits package, commensurate with experience and qualifications.

Please send your resume, a cover letter explaining why you are the perfect fit for this role, and any relevant work samples to our HR Unit at hra@yahijau.com.

Location : Putrajaya
Job Type : Full Time (Contract)

Deadline : 16 January 2026 (Friday)

Only the shortlisted candidates will be contacted for interview