

Legenda Education Group is a leading provider of private higher education in Malaysia with a wide range of courses ranging from internal Certificate, Diploma, Degree and Masters programs to collaborative program with foreign universities and professional bodies in its full-fledged campus. The group has now close to 6000 students in various schools of excellence and continues to grow rapidly. Turnover in 2011 is expected to be above RM 150 million and the group employs more than 1000 staff in its campus in Mantin, Negeri Sembilan. In line with our rapid expansion, we invite self-motivated individuals with the drive to excel and grow to join us in the following position.

## **Personal Assistant to Corporate Affairs Director**

### *Job description:*

1. Position reports to the Corporate Affairs Director.
2. To provide administrative support to the Corporate Affairs Director
3. To assist in following up legal and contractual matters.
4. To assist in company secretarial documentation and liaising with the company secretaries.
5. To take minutes of senior management meetings
6. To prepare ad-hoc research and report on as requested by top management
7. To handle any other duties as the Corporate Affairs Director may assign from time to time or as when the need arises.

### *Qualification and others:*

1. Degree holder in any discipline but preferably those with Business Administration, Law, Accounting and Corporate Governance degree.
2. Some experience in audit, company secretarial, law or accounting is advantages but willingness to learn is more important. Experienced candidate will be considered for Corporate Affairs Executive Position.
3. Fresh graduates are welcome as training will be provided.
4. Good command in languages especially in English and well versed in Microsoft office suites.
5. Ability to communicate and work with people of all levels is required.

**An attractive remuneration package awaits successful candidates. Interested candidates can write in or email their detailed resume to the following address**

*The Corporate Affairs Director  
Legenda Group of Colleges  
Bandar Universiti Teknologi Legenda (BUTL)  
Batu 12 71700 Mantin, Negeri Sembilan*

***Or email your full resume to [shum@legendagroup.edu.my](mailto:shum@legendagroup.edu.my)***