



**EDUSPEC
HOLDINGS BHD**
The No.1 K12 IT Education Provider in Asia

ADMINISTRATIVE EXECUTIVE – CORPORATE AFFAIRS EXECUTIVE

Responsibilities:

- Assist with preparing and submitting Director Circular Resolutions to obtain internal approvals.
- Assist with reviewing and drafting legal documents for the company.
- Assist with executing timely production of communication materials including annual reports, newsletters, video and collaterals to meet the requirements of internal client.
- Assist with supporting internal and external communication to support corporate exercise.
- Assist in corporate secretarial duties and administrative support for the portfolio of companies.

Requirements:

- Candidate must possess at least a Public Relation, Mass Communications or Business Administration or equivalent.
- At least 1 year of working experience in the related field.
- Required language: Chinese, English, Bahasa Malaysia.
- Reliable and maintain highly confidential information.
- Fresh graduates are encouraged to apply.
- Full time position available.

Interested applicants should email resume to hr@eduspec.com.my stating current and expected salaries and contact number.

You may visit us at www.eduspec.com.my to get more details.

Only shortlisted candidate will be notified.