



TENAGA CABLE INDUSTRIES SDN. BHD. 198901012116 (189423-D)
(Anak Syarikat Tenaga Nasional Berhad)

VACANCY

ASSISTANT MANAGER CUM PERSONAL ASSISTANT

Managing Director Office

RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none">• To Ensuring Company's KPI is reviewed and updated for every new Financial Year• Ensuring HOD's KPI are complete and approved by MD• Arrange Management Weekly Meeting (MWM) as per schedule and prepare minutes of meeting accordingly• Coordinate and ensure timely submission of BOD papers from other departments• Arrange MBWA as per schedule• Undertake other special assignment, ad-hoc functions and related duties as and when required by MD• Handle all secretarial duties including scheduling meeting, making appointment, forward planning of daily workload, travelling arrangement and co- ordinate business schedule/events• Assist in drafting letters, memorandum, prepare correspondence and handling corporate matters• Arrange the delivery and collection of documents for TCI - TNB (Board Paper / Claim MD)• Updating, recording and filing of documents• Coordinate with other department/unity and management members/staff on any meeting/event that involve the CEO/MD	<ul style="list-style-type: none">• Must possess at least Degree in any related field (Priority given to Degree in Business Management).• Minimum 3 year(s) experience in related discipline.• Ability to plan, create and execute business plan strategy• Good discipline and responsibility.• Good business acumen with excellent communications and interpersonal skills.• Analytical by nature and understands budgets planning, establishing revenue targets and sales management that support and drive target achievement.• Good personality and responsibility.• Ability to work in team and with minimum supervision.

Interested candidates please submit your application, latest passport size photo and resume to: - Unit Perancangan dan Perjawatan TENAGA CABLE INDUSTRIES SDN. BHD Lot 2, Jalan P/12, Seksyen 10, Kawasan Perusahaan Bangi, 43650 Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia Tel : 03-89222678 Fax : 03-89255911	or	Email :- > career@tcisb.com.my Closing date : 30 APRIL 2025
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