



2023 JOB ADVERTISEMENT
30 October 2023 – 06 November 2023

JOB DESCRIPTION

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EXECUTIVE ASSISTANT (GRADE 29)

Legal & Risk Management Department

MINIMUM REQUIREMENT

1. Diploma (at least 1-year experience) or STPM
2. SPM (at least 5 years of experience)

JOB RESPONSIBILITY

1. Provide general administrative support to the legal team. This includes organizing schedule, arranging meetings and setting up travel arrangements.
2. Perform legal research specific to the case currently being worked.
3. Keep up-to date with changes and developments in the law and are required to complete training.
4. Helps the company's current affairs
5. Self-Development
6. Able to execute any task given by superior from time to time.

EXECUTIVE ASSISTANT (GRADE 29)

Internal Audit Department

MINIMUM REQUIREMENT

1. Diploma (at least 1-year experience) or STPM
2. SPM (at least 5 years of experience)

JOB RESPONSIBILITY

1. Complement the department in executing Internal Audit programmes and initiatives with the objectives to enhance internal control systems.
2. Assist in evaluating the internal controls by executing related Audit; recommends adequate measure to improve internal control.
3. Responsible to articulate and implement risk management framework, methodology, system and programs for the Group, specifically for the property development functions.
4. Keep-up-to date with changes and developments in the law and are required to complete training.
5. Perform legal research specific to the case currently being worked.
6. Provide general administrative support to the legal team. This includes; organizing schedule, arranging meetings and setting up travel arrangements.
7. Helps the company's current affairs
8. Self-Development
9. Able to execute any task given by superior from time to time.



THANK YOU

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