

Sia Huat Private Limited**Corporate Office & Showroom:**

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UEN.: 198105883N | GST Reg.: M2-0059637-4

Founded in 1959, Sia Huat is a leading agent and direct distributor for an extensive range of quality tableware, kitchenware, and foodservice products based in Singapore with offices in Malaysia and Indonesia.

POSITION: Secretary to the Managing Director

The Secretary to the Managing Director will provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information. The position reports directly to the Managing Director.

The Secretary to the Managing Director will:

1. Provide personal administrative support to the Managing Director.
2. Prepare and manage correspondence, reports & documents.
3. Organize and coordinate meetings, conferences, travel arrangements.
4. Take, type and distribute minutes of meetings.
5. Handle office administration
6. Represent the Company effectively through all correspondence with both internal and external stakeholders on behalf of the Managing Director.
7. Additional duties as required.

Job Requirements:

- Minimum Diploma in business
- Minimum 3 years of relevant administrative and secretarial experience.
- Proficient in both English and Mandarin.
- Possess excellent communication and interpersonal skills.
- Has initiative, is meticulous and have an eye for details.
- Able to multi-task, work independently and deliver high quality work under demanding deadlines in a fast-paced environment.
- Is reliable and able to maintain confidentiality

Attractive salary and benefits commensurate with background and experiences.

Email resume with cover letter and recent photo, as well as current and expected salary to hr@siahuat.com.sg. State your available start-date. Only shortlisted candidates will be notified.