



EXECUTIVE SECRETARY

Amara Sanctuary Resort Sentosa, SINGAPORE

Date Posted: 18 May 2017

Apply By: 17 June 2017

Department: Executive Office

Employment Type: Full Time

JOB SUMMARY:

Responsible for administrative and general assignments from the General Manager

RESPONSIBILITIES:

1. Responsible for rendering secretarial and clerical services for the General Manager as required
2. To prepare respective schedules and reports that will be internally distributed or submitted to Head Office laid down by General Manager
3. To take down and transcribe the minutes of meetings such as Executive Morning Briefing and dictation from General Manager
4. Manages General Manager's calendar and assist to prioritize meetings and events
5. To perform payroll for senior managers
6. To prepare and administer confirmations, performance appraisals, promotions, merit increments and annual increments for senior managers
7. Train and supervise Sales Coordinator and Sales Secretary on admin and secretarial duties to Director of Sales & Marketing
8. Ensure Sales Coordinator and Sales Secretary perform proper Delphi audit
9. Administering new user's email account

Others:

1. Perform any other duties as assigned by management.

JOB REQUIREMENTS:

1. Support and uphold the company mission, vision and values.
2. Maintain the highest standards of professionalism, ethics, grooming and attitude towards staff and guests
3. Must have good problem solving and analytical skills
4. Eye for details
5. Knowledge in computer skills
6. Ability to delegate of job tasks
7. Well verse in Ms Office especially Excel
8. Able to communicate in English

QUALIFICATIONS & EXPERIENCE:

1. Minimum a Diploma, Advanced/Higher/Graduate Diploma in Secretarial or equivalent
2. At least 3 years working experiences in the related field is required for this position
3. Excellent command in both verbal and written English
4. Ability to operate and utilize a personal computer and other software as required
5. Must be able to work independently with strong communications and interpersonal skills
6. Payroll knowledge

SPECIAL REQUIREMENTS:

1. Willingness to travel to Sentosa.

**Interested applicants may email their resume to
career@amarasanctuary.com**