



PERSONAL ASSISTANT

PA works closely with senior managerial or directorial staff to provide administrative support.

Functions of the Job:

- devising and maintaining office systems, including data management and filing;
- arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations;
- organising and maintaining diaries and making appointments;
- producing documents, briefing papers, reports and presentations;
- liaising with clients, suppliers and other staff.

Qualifications

- Macao ID holder;
- Bachelor's degree or above
- Strong interpersonal, organizational, and communication skills
- Excellent verbal and written English and Chinese skills
- Ability to manage multiple projects
- At least 1 year work experience
- Proficient with Microsoft Office

Applications

Candidates should apply by sending their CV and covering letter to info@maca.org.mo.

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