

## Executive assistant job description

- Organize AEFE training courses and related seminars held in KL and arrange the necessary travel arrangements for LFKL teachers/staff participating in these training courses, seminars as well as baccalauréat exams when held at other lycées in the regions;
- Handle all cross invoicing of training courses mutualisation with Beijing, baccalauréat mutualisation with Sidney and other participating lycées in the region for non-mutualized invoicing;
- Assist the finance director in the preparation of the school trips/events budget and organize all practical aspects of these trips/events from reservation of transport, accommodations to validation of necessary travel documents and diffusion of trip information and details to the various departments and services of LFKL;
- Ensure timely procurement and delivery of necessary stationaries, educational and science lab materials within the limits of the allocated budgets;
- Assist the Management and the Board of Directors in ensuring full compliance of LFKL with the legislation as in the Company Act, organize annual general meetings and exceptional general meetings and coordinate with the Company Secretary in the preparation of the necessary paperwork for compliance of local statutory and regulatory requirements;
- Manage under the authority of the finance director the various insurance policies for the school and the students and handle a certain number of administrative and secretarial tasks
- Fluent French and English; Malay appreciated
- Expected professional experience of 5 years in a similar position
- Position to be filled on the beginning of May 2020
- Indicative monthly gross salary RM 6 048,09