

GIFT Southeast Asia – Job opening: Office Manager

Founded in 2004 the Global Institute For Tomorrow (GIFT) is a Hong Kong based independent think tank and executive education provider focused on advancing a deeper understanding of global issues. These include the shift of economic and political influence from the West to Asia, the dynamic relationship between business and society, the role of the state and the reshaping of the rules of global capitalism. More information on GIFT content and programmes can be found at: www.global-inst.com

GIFT Southeast Asia Sdn.Bhd (GIFT SEA) in Kuala Lumpur is dedicated to adapting and expanding GIFT's mission, ethos and objectives within the ASEAN region. GIFT SEA is looking for an Office Manager to manage daily office operations and clerical functions. The position is based in Kuala Lumpur and will report directly to the Head of Programmes of GIFT SEA.

Responsibilities:

- Maintain office services by organising office operations and procedures;
- Provide book-keeping services, including payroll, audit processes, and tracking of budget expenses;
- Support with correspondence and liaison with key vendors and suppliers;
- Oversee office efficiency through established office systems, including procurement of equipment and the purchase office supplies, buying sundries for the office and team, maintaining good filing systems and records and handling local/overseas courier and postal arrangements;
- Handle incoming calls and support with CRM and database management;
- Assist in ad-hoc duties as assigned, including

Skills and qualifications:

- Education level: SPM
- 2-4 years of experience in office administration: proven office management and administrative skills, including strong organisational and planning, budgeting and cost management skills
- Solid computer/IT knowledge in Microsoft office (Word, Excel, Access an PowerPoint). Design experience desired but not a necessity
- Excellent command of both spoken and written English and Bahasa Melayu. Chinese Mandarin is desired
- Good typing skills in English
- Excellent telephone manner and good interpersonal and communication skills
- Willingness to support with day-to-day tasks such as buying sundries, posting letters, etc.
- Responsible, detail-oriented, highly-motivated, able to multi-task and a team player with a strong willingness to learn
- A passion for the issues affecting the region and a desire to join an organisation that seeks to help influence trends in a positive way
- Available to start immediately (preferred)

Please forward your resume and cover letter, stating your availability and expected salary, to: pkhadilla@global-inst.com.

Only short-listed candidates will be contacted. All information provided will be used for recruitment related purposes only.