

JOB DESCRIPTION

Job Title:	Special Officer to the President	Division/Department:	President's Office
Grade:		Reports to:	President / General Manager

Job Purpose	<p>Responsible for taking on a supporting role in all strategic & operational decisions to the President that affects the Association, and will provide inputs to President. While keenly overseeing the overall business processes and primary day-to-day responsibility for planning, coordinating & implementing all activities related to the President and the Association, the successful Special Officer will play a key role in supporting the President of BAM in his duties and responsibilities.</p>
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Job Description and Responsibilities:	
Planning	<ul style="list-style-type: none"> • Support the President of BAM in all matters related to planning of strategic / financial / operational matters of the Association
Coordination:	<ul style="list-style-type: none"> • Coordinate the President's and the Association's schedules and activities
Media-related:	<ul style="list-style-type: none"> • Preparation of President's speeches (in Bahasa Malaysia and English), background information and talking points in advance of President's meetings. • Assist in managing the President's social media accounts
Implementation:	<ul style="list-style-type: none"> • Implement any of the President's initiatives, in regards to the Association and the President's interests
Liaison with Stakeholders:	<ul style="list-style-type: none"> • Liaison point between BAM and Government authorities and offices.
Report writing / Proposals:	<ul style="list-style-type: none"> • To provide a written report / feedback on BAM's initiatives, and suggest ways to improve
Others:	<ul style="list-style-type: none"> • Any other matters as required by the President

Experience Required	
Leadership/Supervisory (No. Of years, Specialized Field if any, as a Manager)	8+ years' experience in corporate planning, preferably managerial position
Education and Qualifications Required	
Bachelor's Degree in any related field (MBA preferred)	
Any Additional Requirements (<i>Language skills, Computer Skills</i>)	
<p>Fluent in both written and spoken Bahasa Malaysia and English</p> <p>Advanced computer skills, including proficiency in MS Office and Google Docs, Social Media (Instagram, Twitter, etc.)</p> <p>Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.</p> <p>High level of coordination & implementation skills, with attention to details.</p> <p>High level of integrity and dependability with a strong sense of urgency and results-orientation.</p> <p>Strong interpersonal skills, ability to communicate and manage well at all levels of the organization.</p> <p>Must be willing to travel</p> <p>Must be willing to work during weekends and out of the 9-5 office hour.</p>	

Employee Acknowledgment	
Name:	
Signature	