Golden Screen Cinemas Sdn Bhd

Position : Admin Assistant- Corporate Communication & Branding

Working Hour : Mon- Fri, 0900-1800

Job Responsibilities

- Assist department administrative support i.e. filing, typing, coordination with internal and external parties pertaining to corporate projects and activities
- Maintain a timely and accurate reports of departments' sponsorship, invoices, corporate assets, etc
- Support of GSC HLCC promotional activities and reporting
- Prepare and modify documents include correspondences, reports, drafts, memo, emails and etc
- Schedule and coordinate meetings, appointments for department
- Maintain office supplies for department
- Assist in resolving any administrative problems
- Assist in monitoring brand/ project coverage in the media (print & online)
- Assist in monitoring competitor/ industry activities
- Perform any ad hoc tasks as assigned
- Maintain good relations with internal and external parties
- Contribute to The Company teamwork

Job Requirement

- Possess minimum Diploma in Business Administration or its equivalent
- Good command of English, both oral and written. Additional knowledge of vernacular languages/ dialects will be an added advantage
- Those with past working experience in office administration will be ad added advantage. Fresh graduates are encouraged to apply as well
- Computer literate in Microsoft Office (Words, Excel & PowerPoint)
- Reporting and administrative skills including information analysis
- Inventory control, problem solving, managing process and organization skills
- Good interpersonal skills and team player
- Able to multitask and work under pressure

Interested candidates please send resume to : lichian.sam@gsc.com.my

Golden Screen Cinemas Sdn Bhd
Tel : 03-7806 8888 (Ext: 8819)
Fax : 03-7806 8820
Website: http://www.gsc.com.my/
Position Title: **Secretary**

Working Hour: Monday to Friday, 9am to 6pm

Working Location: HQ, Damansara Jaya, Petaling Jaya

Job Responsibilities:-

- Provide efficient day to day secretarial and administrative support
- Attend to the scheduling of appointments, organization of meetings and appointments
- Handle incoming and outgoing calls, mails, faxes, documents and correspondences
- Assist in the preparation of correspondences, reports, presentations and taking minutes
- Ensure proper filling, recording and organization of documents for easy and effective retrieval
- Coordinate, collate and monitor submission of documents and information by internal or external parties
- Other related secretarial duties as may be assigned from time to time

Job Requirement:-

- Must possess at least Professional Certificate/Diploma/ Bachelor’s Degree in Business Administration/ Secretarial or its equivalent
- Minimum 1 to 3 years working experience
- Good communication and interpersonal skills
- Excellent planning, organization and time management skills and ability to prioritize work
- Computer literate with knowledge in Microsoft Office
- Presentable, resourceful, initiative, detail-oriented and independent
- Able to communicate with all levels of people
- Willing to work in Damansara Jaya, Petaling Jaya
- Possess own transport and willing to travel if necessary

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Position: Customer Service Representative

Job Responsibilities:

- Handle and resolve customer's feedbacks (phone calls, email, website feedback, helpdesk) within deadline set.
- Provide information in response to customers' feedback.
- Collect and keep relevant records, analysing and summarizing information.
- Highlight exceptional, critical and recurring issues to HOD.
- Perform any other duties as assigned.

Job Requirement:

- Diploma/ Degree in any fields.
- Fresh graduate are encouraged to apply.
- Good communication and interpersonal skills
- Possess cheerful and pleasant personality
- Able to work on weekends and public holidays. Willing to observe weekdays as of and rest days.
- Proficient in written and spoken English.
- Ability to speak Mandarin will be an added advantage.
- Required skill(s): Communication Skill.
- Applicants must be willing to work in Damansara Jaya, Petaling Jaya.

Interested candidates please send resume to: lichian.sam@gsc.com.my

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INTERNSHIP

Job Responsibilities

Follow up on media relations
Assist in writing proposal
Assist in preparation & compilation of reports
Evaluate on the coverage
Filing

Job Requirements

Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma, Professional Degree, Marketing or equivalent.
Required language(s): Bahasa Malaysia, English
Applicants must be willing to work in Damansara Jaya, Petaling Jaya.
Monthly allowance: RM600.00
No work experience required.
Full-Time position(s) available.

Interested candidates please send resume to: lichian.sam@gsc.com.my