

**Para Legal Cum Office Manager**

Our client a well-known investment that engages in international industrial commodities trading, logistics and warehousing management is looking for a Para Legal cum Office Manager

**Responsibilities include:**

- Provide personal and confidential secretarial support to the Board of Directors
- Travel arrangement, Visa application and hotel reservation
- Overseeing 2 administrative support
- Managing diaries and organizing meetings and appointments, often controlling access schedules to the 2 Directors
- Perform transcription and prepare legal documents/correspondence
- Maintain files and process all documents for appropriate filing.

**Profile of Candidate:**

- Minimum Diploma in Paralegal Studies or relevant studies.
- 3 to 5 years of working experience in secretarial support to very senior management.
- Bilingual spoken and written.
- Ability to work under tight deadlines and adaptable to changes
- Strong communication skill, well organized and attentive to details
- Maintain confidentiality of sensitive information.