

Experienced, take charge professional with ability to manage administration, logistics and coordination of events.

Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

Must be able to build relationships with staff, members and customers.

Event Planning and Production

- Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signages, and ensure appropriate décor (florals,backdrop, color schemes, etc.) to meet the quality expectations of eH and funders.
- Aggressively gather information on each project to achieve quality event productions.
- Conduct research, make site visits, and find resources to help the team make decisions about event possibilities.
- Serve as liaison with vendors on event-related matters.
- Assist with managing on-site production and follow- up for events as necessary.
- Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.
- Close out all events as required.

Event Administration:

- Assist with preparing budgets and provide periodic progress reports to staff directors for each event project.
- Keep track of event finances including check requests, invoicing, and reporting.
- Coordinate appointments and visits to see our space, and scheduling of events on the calendar.
- Prepare and modify event contracts as requested

Qualifications:

- Excellent communication skills, including writing, proof reading skills, and speaking.
- Ability to manage multiple projects and work assignments.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to accomplish projects with little supervision.
- At least 3 years' experience with office administrative management.
- At least 1 year experience coordinating special events.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.
- High interest to help others and work in a non-profit office.
- Candidates living in and around TTDI in KL is preferred.

Accounts Assistant Job Description

To be part of the team responsible for maintaining an efficient and accurate Accounting function.

Duties and Responsibilities

- To receive and process all invoices, expense forms and requests for payment.
- Verify calculations and input codes in to the Accounts system in an accurate manner.
- To maintain and reconcile the Direct Debit mandates.
- To deal with daily transactions
- To ensure all filing is done in a timely and accurate manner.
- Prepare cheques for payment.
- Prepare staff salary and monthly deductions
- To ensure that all post is sent daily..
- Previous experience in an Accounts office.
- Strong Microsoft and Excel skills
- Experienced in UBS Accounting Software
- Good organisation and administrative skills.
- Handle the Basket Project

Qualification

- Diploma in accounting or LCCI Higher
- At least 3 years experience with book keeping
- At least 2 years experience in UBS Software
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.

Preferably living around Taman Tun Dr. Ismail, Damansara Area or Kepong

Possess own transport

Willing to work occasionally on Saturdays and after working hours

Salary will commensurate with experience.