



Nicholas Actuarial Solutions Sdn Bhd (1143648-D)
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Team Assistant (Flexible Part Time)

We have an opening for a part time team assistant in our company. We are seeking for interested and suitable candidates to join us, to assist our team in a variety of business development and administrative support matters. Send your CV to people@n-actuarial.com if you are interested and we shall get in touch with you shortly.

Job Description:

- Assist to organise team meeting, client meetings, company events and prepare meeting materials
- Assist to maintain client information, including an email list and prepare basic client communication materials
- Assist with desktop research and data entry work
- Assist with printing and delivery of report
- Assist with preparation of various submission document to clients, tax department, government bodies and any other external parties
- Assist with basic accounting and banking matters
- Liaise with company secretary, auditor, tax agent and other corporate service providers on various administrative matters
- Any other administrative matters from time to time

Your Benefits:

- Develop ability in a wide range of tasks
- On-the-job training and guidance will be provided
- Flexible time with a minimum of 15 hours weekly commitment
- Work from home, only required to be at the office occasionally

Eligibility Requirements:

- You are a Malaysian with minimum SPM qualifications
- You have strong people skills and communication skills
- You are proficient in Microsoft Excel, Word and Powerpoint
- You are proficient in English and in Bahasa Melayu
- You have a happy, outgoing and exciting personality
- You share our values – Can Do, Progressive & Open Communication

About Us

Nicholas Actuarial Solutions is an actuarial firm founded in 2015. We are the first and only actuarial firm awarded MSC Malaysia status by the Malaysian Government, a mark of world-class service and achievement. Most recently, we were awarded Top Actuarial Firm in Asia by Asia Captive Review. We serve clients across the ASEAN region. Our mission is to develop and implement novel and cutting-edge solutions to make our clients more successful.

For more information see www.n-actuarial.com