



## TEAM ASSISTANT

Asia-Pacific Broadcasting Union

### Position Summary

Position Title : Team Assistant  
Tenure Status : Contract Appointment  
Salary Range : Negotiable  
Department : SG Department  
Location : Based at the ABU Secretariat in Kuala Lumpur

### About ABU

The Asia-Pacific Broadcasting Union (ABU) is an international organisation with a mandate to assist the development of broadcasting in the region. The Union was established in 1964 as a not-for-profit, non-government, non-political, professional association and promotes the collective interests of television and radio broadcasters as well as key industry players and facilitate regional and international media co-operation. It has over 250 members located in more than 60 countries around the world and services these members from the Secretariat, based in the Angkasapuri compound in Kuala Lumpur. The Secretariat has some 35 staff led by senior experts in the fields of technology, programming, news and sports broadcasting development.

### Job summary

In this role, you will play a vital part in providing support services to the team, managers, and staff. Your responsibilities will encompass document preparation, correspondence, coordination of general assembly meetings for ABU members, and handling specific secretarial duties. If you are organized, detail-oriented, and thrive in a collaborative environment, we welcome you to apply for this exciting opportunity.

### Reporting Relationships

Reports to : SG Department  
Functional Relationships : Senior staff of all departments

### Responsibilities and Duties

As a Team Assistant, your responsibilities include:

- Providing essential support services to the team, managers, and staff.
- Assisting in the preparation of documents and correspondence for the team.
- Coordinating and organizing general assembly meetings for ABU members.
- Undertaking specific secretarial duties as required.
- Contributing to the overall efficiency and effectiveness of the team through collaborative efforts.
- Maintaining a high level of organization and attention to detail in all tasks.
- Responding to various administrative needs to ensure smooth team operations.
- Acting as a point of contact for internal and external communications as directed.
- Collaborating with team members to achieve common goals and objectives.
- Adhering to established procedures and protocols while adapting to dynamic work environments.

## Qualifications

- Candidates must possess at least a Diploma / Advanced / Higher / Graduate Diploma in any field.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, electronic scanning and pdf conversion.
- Modern, electronic based office practices and working methods.
- Internet search skills and email operations.
- Telephone courtesy and general communication skills for office environment.
- Basic knowledge on use of graphics packages e.g., Photoshop, Illustrator etc.
- In-depth knowledge of English language, spoken and written.
- Partnership and cooperation in a team environment.
- Taking full responsibility and taking due care of tasks undertaken.
- Ability to organise and prioritise work and complete tasks under tight timelines.
- Ability to work with minimum supervision.
- Experience in administrative and/or team assistant/secretarial position.
- Experience in drafting letters, emails etc. and writing minutes and reports.
- Experience in organising meetings.
- Experience of working in an international, multi-disciplinary environment.
- Experience of working in broadcasting industry.
- Experience in multi-tasking.

## Applications

You application should accompany the following:

1. Detailed CV listing the work history and academic qualifications including two referees.
2. Cover letter (maximum 1200 words) outlining why the candidate believes they can successfully fill this role.
3. Copies of Educational/Academic certificates and other documents to support your application.
4. Recent photograph (passport size, not older than six months from application date).

*Please note that only shortlisted candidates will be notified via email.*

*Please note that only shortlisted candidates will be notified via email. The deadline for application is **27<sup>th</sup> December 2023**. Your application should be sent via email to the Human Resource Department at: **shabana@abu.org.my***