

StreamLink Communications Group Pte. Ltd.

Leading Brand Works Company

## Branding

### Position – Company Secretary

Gender – Female

Location – Singapore

Probation Period: 6 month

**Company Secretary**

### Responsibilities:

## Handling Client presentation

Overseas travel required

Oversee the appointments and smooth operation of the office through effective management

## Supervision of front office reception

## Daily report and monitoring of operational cost measures

Other PR duties as required

### Requirements:

Fresh graduates from any faculties who are keen to work in creative environment are encouraged to apply

Good attitude with the willingness to learn

Eye for details and close follow up on action plans

Hold valid Passport with minimum one year validity

## Willing to Travel

**Remuneration:**

Up to 2000 \$SGD based on the level of experience.

Economy Air Travel will be provided by the company as and when required.

During client meetings, Individual Accommodation + food + 50\$ daily allowance would be provided by the company

www.scgsingapore.com



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Opening will close soon, apply at the earliest. Mail us your updated resume with your recent postcard size picture and copies of your passport and educational certificates. Shortlisted applicant will be required to join on a short notice. Applicant must be fluent in English. Prior experience will be preferred though we encourage freshers.

### Interview Process

Tele phone interview (Basic) To check your grammar and fluency in English

Skype Interview – Video (Second round) To check your presentation skills

Personal Interview – (Final) will either happen in your city or you might be required to travel to client city in India(Air Travel and Accommodation will be provided)

### Contact us:

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