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## Vacancy Announcement No. YIG16060301

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Job title: **Assistant Chairman**  
Job location: **Yangon**  
Accountable to: **Chairman**  
Salary: **Negotiable**  
No of Position: **4**

### **General presentation**

Young Investment Group (Y.I.G) is a leading international private company in Myanmar employing more than 2,526 local human resource talents, and operating 16 principle subsidiaries in Myanmar, China and Singapore. Established in 1998, Y.I.G has grown exponentially while maintaining a strong reputation as the fastest and youngest conglomerate company in today's time with more than hundred Million dollars of Sales Revenue recorded in 2012.

We employ a diverse group of experts to manage our growing businesses. We respect the fundamental rights of our employees and are accountable to provide safe environment conducive to work with a comprehensive occupational safety policy and standards. We promote career growth for our employees through continuous training and advancement programs to sharpen their skills and pave the way for their career growth within our organization.

**Please feel free to visit [yigmm.com](http://yigmm.com) for more information!**

### **Main of task and responsibilities**

- Managing the Chairman's appointment book and to make sure that Chairman's office is kept attractive and comfortable.
- Organizing the meeting by consulting with Admin Manager
- Challenging and ambitious role as the company Chairman's right-hand 'person'
- Undertake all typical 'executive assistant' responsibilities
- Provide general administrative and secretarial support
- Keeping the confidentiality and being a company representative
- Perform additional tasks as assigned by Chairman

### **Requirements**

- Master degree or other relevant degrees
- Age- 35 and above
- Solid Personal Assistant / Executive Assistant experience to expatriate Chairman and to the level as Chief of staff is highly preferred.
- Presentable, assertive, hard-working, well-spoken, intelligent and possess exceptional planning and organizational skills.
- Familiarity with Excel, PowerPoint and databases is advantage
- Good communication in both Myanmar and English
- Good time-keeper.
- Capable of working in a team and willing to help out wherever necessary.
- Able to work under pressure.

### **Application:**

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

**Attention: Human Resource Officer**  
**Young Investment Group**  
**No. (886/ 888), Pyay Road, 9 Mile, Mayangone**  
**Yangon, Myanmar.**  
Email to [humanresource@yigmm.com](mailto:humanresource@yigmm.com)

Not later than **Thursday, 16<sup>th</sup> June 2016.**

- **Only the shortlisted candidates will be contacted.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**