



Position Description - Assistant To Chief Operating Officer

Background

Golden Sunland Co. Ltd. (GSL) is a 100% foreign entity incorporated in Myanmar in 2016. The joint venture company is made up of:

- InfraCo Asia Development (IAD) - a public fund backed by various world governments (e.g. DFID) in the Private Infrastructure Development Group (PIDG)
- Individual private investors
- SAT Pte. Ltd., technology holder and key operator

The formation of GSL is the result of institution, businesses and individuals who seek to break the barrier of conventional, all-for-profit model and achieve profitability and progress together with the society we work in. We recognise that isolated improvements in parts of the rice industry value chain are insufficient. Maximum benefit can only be achieved with concurrent improvements across the entire value chain. To achieve maximum efficiency, a multipartite model across all sectors is necessary.

Responsibility

The role of the Assistant to the COO is to:

- Provide secretarial support to the COO
- Provide project support to the COO
- Organize travel arrangement as required
- Organize conferences, meetings with the public sectors, private sectors, civil societies and farmers
- Function as a team with rest of key GSL personnels

Supervises

This role reports directly to the COO and is evaluated by the CEO and CFO.

Key Activities

The key activities of the role are to:

- Provide efficient and effective secretarial services for the COO which includes typing reports, correspondence, managing the diary and appointment of the COO
- Provide support services such as translating and minutes keeping
- Provide secretarial support, if required, for the Board
- Updating of the GSL social media site
- Organize travel arrangement and visa requirement for GSL's foreign staff as required
- Filing research documents
- Expenses bookkeeping for the COO and CEO together with the General Manager
- Work with key GSL personnels
- Accompany the COO on domestic trips and official visits

Knowledge and Skills

- Little to no experience
- Proficient in Burmese and English, both written and spoken
- Adequate skills in Microsoft Office suite



- Adequate skills in social media communication management
- Sound interpersonal skills
- Self-reliance and the ability to work independently without close supervision
- Organizational skills in dealing with multiple tasks and demands
- Telephone skills for the professional handling of appointments and meetings arrangement
- Ability to compose simple correspondence, memo and minutes
- Flexibility and willingness to work for a cause

Key Contacts

The Assistant to the COO will need to work closely with the Senior Executive team and all staff members in order to ensure functionality of GSL.

In addition, the position may require interaction with:

- Representatives of GSL's Board and Investors
- External service providers
- Visitors to GSL

Other

Applicants seeking employment with the GSL must be of Burmese citizenship and willing to work from office located in:

**No. 1203 - 1204, Wai Da Street
Naypyidaw, Myanmar**

Applicants must be willing to travel domestically and work under flexible hours on task and project basis.

Contact

Applicants may apply via goldensunland95@gmail.com or david@goldensunland.com with subject "Application_Assistant to COO". Kindly attach the following:

1. A cover letter which should include last drawn salary (if applicable) and expected salary
2. A resume which should not be more than one page

Only shortlisted candidates will be contacted.

