

Safer above. Safer beyond.



Building safer skies together.

**Executive Assistant,
Medical Administrative
Location: Putrajaya**

Eligible candidates are encouraged to apply for the aforementioned position by submitting the application form, resume, academic qualifications and supporting documents via www.caam.gov.my/resources/announcements/career/. Kindly note that only applications submitted through **CAAM website** will be considered.

Application deadline is on **25th August 2026, at 11:59 p.m.**

*Recruitment is subject to available vacancies, and only shortlisted candidates will be contacted for interviews.

EXECUTIVE ASSISTANT, MEDICAL ADMINISTRATIVE

Job Description

To provide comprehensive administrative and operational support to the Chief Medical Assessor (CMA) and Assistant Medical Assessor (AMA) in managing aviation medical processes, documentation, coordination, and communication, ensuring efficient workflow and compliance with Civil Aviation Directives (CAD 1004), ICAO Annex 1, and ICAO Doc 8984, and CAAM regulatory requirements.

Job Information

- **Department:** Flight Operations (Regulatory)
- **Job Position:** Executive Assistant
- **Type of Employment:** Permanent

Qualifications for Appointment

Candidates must possess the following criteria:

a) Citizenship

- Malaysian citizen.

b) Academic and Professional Qualifications

- A Diploma in a related field from a higher education institution recognized by the Government.
- Exposure to medical, aviation, or regulatory environments is an added advantage.

c) Skills and Competencies

- Strong administrative, operational, and coordination skills, including documentation management, reporting, and stakeholder coordination.
- High level of accuracy in data management.
- Effective communication and interpersonal skills.
- Proficiency in Microsoft Office applications.
- Strong time management and multitasking abilities.
- Professionalism and confidentiality in handling sensitive information.