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**Executive Assistant,
Accounts Payable
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 October 2026, at 11:59 p.m.**

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

EXECUTIVE ASSISTANT, ACCOUNTS PAYABLE

Job Description

The role will supervise accounts payable, including the implementation of processes and internal controls to ensure governance over the Accounts Payable function.

Job Information

- **Department:** Operational Finance (Finance)
- **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 Finance, Accounting or a related field from a higher education institution recognized by the Government.
- Minimum of three (3) years of relevant experience in finance or accounting operations.
- Experience in ERP (e.g., GRP/ SAGA compliance system) and Microsoft Office applications would be an added advantage.

c) Skills and Competencies

- Ability to work within defined SLAs and processing deadlines
- Strong organisational and time-management skills
- Teamwork and collaboration
- Excellent communication skills and interpersonal skills
- Proactive and possess a positive Can-Do attitude.
- Understanding of payment processing and payment controls
- Knowledge of relevant financial policies and procedures
- High numerical accuracy and attention to detail