



Tel : 04-2615669
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E-mail : secretariat@penangbar.org
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No. 4. Green Hall,
1st Floor,
10200 Penang,
Malaysia.

JAWATANKUASA PEGUAM PULAU PINANG PENANG BAR COMMITTEE

Circular 17/26

14 September 2026

To Members and Pupils-in-Chambers of the Penang Bar,

Resignation of Routhra a/p Alagary and Job Opening for Administrative Assistant: Professional Skills & Development (CPD) at the Penang Bar Committee

It is with mixed emotions that we announce the resignation of Ms. Routhra from the Penang Bar Committee, Secretariat. Routhra has decided to embark on a new journey and whilst we will miss her presence, we wish her well in her future endeavours.

The Penang Bar Committee would like to record our heartfelt appreciation for Routhra's hard work and dedication throughout her tenure with us. Her contributions have been invaluable and she will be greatly missed. Please join us in wishing her all the best in her future pursuits.

The Penang Bar Committee is now seeking a highly dedicated individual to fill the position of Administrative Assistant (CPD). The Penang Bar Committee is pleased to announce an exciting job opportunity for the position of Administrative Assistant (CPD), as follows:

Job Title:

Administrative Assistant: Professional Skills & Development (CPD)

Job Description:

1. Administrative duties relating to organising of talks, seminars, webinars, workshops and other Penang Bar events under the CPD Scheme as determined by the Committee.
2. General administrative duties at the PBC Secretariat.
3. Liaising with the Bar Council on CPD Scheme and Events.
4. Liaising with the Penang Courts on any Events relating to the Courts.
5. Issuance of Penang Bar Committee's Circulars
6. Handling of Penang Bar Social Medias (Website, Facebook, Instagram & Telegram)
7. And such other duties that may be assigned by the Penang Bar Committee from time to time.

Job Requirements:

1. Experience: A minimum of 1 to 2 years of experience as an Administrative Assistant in a law firm or company.
2. Communication Skills: Strong oral and written communication skills in both English and Bahasa Malaysia.
3. Personal Qualities: Hardworking, honest, focused, and responsible.
4. Work Ethic: Self-motivated, committed to meeting deadlines, and capable of working independently as well as part of a team.

Remuneration:

The successful applicant will receive a salary commensurate with their experience.



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Application:

Interested candidates are invited to submit their resumes to the following email address:

Email: secretariat@penangbar.org

Attention: Executive Director, Puan Asma Samsudin

Address: No. 4, Green Hall, 1st Floor, 10200, Penang, Malaysia Telephone:
04-2615669

We look forward to receiving application(s) and potentially welcoming the successful applicant to our team. Application shall close on 14 October 2026.

Thank you.

Vijayalakshumi @ Maruthambal a/p M.Navaratnam
Secretary