

## **Administrative Assistant**

### **Responsibilities:**

- Liaises with colleagues in other departments and external contacts / clients pertaining to administrative matters of the division / department.
- Responsible for overall administrative duties as listed below, for efficient operations of the division / department;
  - Preparation of letter of correspondence and etc;
  - Answering calls and taking down messages;
  - Receiving and distributing mails;
  - Photocopying, scanning and faxing of documents;
  - Typing, data entry / processing;
  - Compiling data for analysis;
  - Coordination of meetings / appointments etc.
- Ensures the administrative records of division / department are kept up to date and all necessary filings are made available on a timely basis.
- Support the coordination of activities, events and other initiatives organised by the division / department.
- Preparation of relevant documentation to ensure effective functioning of the division / department.
- Undertake any other ad-hoc duties assigned by immediate superior from time to time.

### **Requirements:**

- Diploma holders in any relevant discipline.
- Possess 1-3 years of working experience in administrative and office management.
- High enthusiasm and creativity.
- Proficient in Microsoft Office applications.
- Good communications skills – written and spoken.
- Initiative, results driven and able to work independently.
- Team player with ability to multi-task.