



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

COMPANY DETAILS

Provide potential candidates a brief overview of your company. Employees are much more likely to engage and connect with a company that can explain their ethos and mission. You can provide links to videos, or your company website.

OFFICE LOCATION:

ROLE OUTLINE

Our company is seeking a responsible and experienced administrative assistant to take care of an array of clerical and administrative duties. Responsibilities of the administrative assistant include, but are not limited to, providing support to the managers and employees in the office, performing daily workplace tasks such as handling the mail, as well as handling the company's general organisational matters. You will be required to organise travel and meeting details for several staff, connect phone calls, prepare reports, and organise files. The chosen candidate will have excellent communication and organisational skills. Working knowledge of tools such as Excel and other office programs required. The chosen employee will help to ensure the smooth running of the office.

POSITION STATUS: CASUAL/PART-TIME/FULL TIME/CONTRACT (SELECT ONE)

DUTIES AND RESPONSIBILITIES

The successful applicant will carry out the following duties and responsibilities:

- Answer the company phone in a polite and welcoming manner, and direct calls to the relevant employee
- Schedule appointments and meetings for various employees
- Take minutes of select meetings for future reference
- Compile and send emails, memos, letters and faxes
- Help to prepare company reports on a weekly, or monthly basis
- Scanning paper documents such as contracts into a company database
- Craft an effective filing system for maintaining easy access to files
- Keep employees up-to-date with company policies and procedures
- Place stationary orders for the office, and find new cost-effective suppliers

- Maintain an updated office contact list
- Make travel arrangements for managers
- Generate and submit company expense reports
- Provide assistant and support to visiting staff
- Act as the contact for external clients
- Liaise with other administrative assistants from other offices and companies

REQUIREMENTS

The successful applicant will have the following experience and skills:

- A preferred years' experience as an administrative assistant or office admin assistant
- Working knowledge of general office equipment such as printer, scanner, and PC
- Understanding of office management systems, as well as procedures
- High proficiency in Microsoft Office Suite including Word, Excel, and PowerPoint
- Excellent time management skills
- Ability to prioritise tasks
- Strong communicative skills
- High level problem solving skills
- Ability to effectively multi-task
- A high school certificate is a must, additional qualifications as a secretary of office administrator is beneficial

Please provide a full cover letter and resume to the manager to be considered for this role.

CONTACT DETAILS

Manager Name	
Contact Number	
Email Address	