

Job Title

Administrative Associate

Job Purpose and Content

The incumbent will be supporting day-to-day department operations smoothly and efficiently including the following:

- Provide administrative and clerical support
- Prepare and ensure prompt submission of reports
- Manage and process invoice payments
- Organize and coordinate meetings, including scheduling, sending invitations, reserving conference rooms and arranging necessary equipment
- Coordinate and arrange travel arrangements/appointments for the management team
- Plan and organize external and internal events
- Coordinate with various departments to facilitate effective communication within the organisation, ensuring information flow and timely updates
- Other duties as assigned

Qualification & Requirements

- Diploma in Business Management or its equivalent with 3 years of related experience
- Proficient in Microsoft Office Applications and Power BI (excellent in Microsoft Excel)
- Ability to multitask and meet deadlines in a fast-paced working environment
- Experience in handling sensitive and confidential information and/or projects
- Strong communication and good interpersonal skills
- A meticulous, organized and resourceful team player
- Able to work independently with minimal supervision

We regret that only shortlisted candidates will be notified.