Role Designation: Office Administrator

Key Accountabilities and Responsibilities

* Coordinate office activities and operations to secure efficiency and compliance to regulations and company policies
* Manage agendas/travel arrangements/appointments etc. for the upper management
* Manage phone calls and correspondence (e-mail, letters, packages etc.)
* Support budgeting and bookkeeping procedures
* Create and update records and databases with personnel, financial and other data
* Submit timely reports and prepare presentations/proposals as assigned
* Control the office supplies state, make sure it is in accordance with office needs and place orders when necessary
* Assist colleagues whenever necessary
* Manage petty cash
* Handle social media posts
* Support marketing events and conferences participation

Educational Requirements

* BSc/BA in office administration or relevant field is preferred

Professional Qualifications & Experience

* A minimum of 2 years’ experience in as Office Administrator

Key Skills and Knowledge

* Proven experience as an office administrator, office assistant or relevant role
* Outstanding communication and interpersonal abilities
* Excellent organizational and leadership skills
* Familiarity with office management procedures and basic accounting principles
* Excellent knowledge of MS Office
* Attention to details
* Proficient in English.