



Administration Assistant

Requirements

- Bachelor's degree in business administration, management or a related field
- Able to work under pressure
- At least one year work experience in administrative roles
- Good written and spoken English
- Good planning, organisational, interpersonal, communication, and problem-solving skills

Only short listed candidates will be contacted. CVs received will not be returned.

Responsibilities

- Perform general administrative duties.
- Manage and control of the Administration and Operations team.
- Develop and maintain effective administration procedures.
- Consult with management, initiate relevant actions and follow-up as required.
- Manage upkeep and maintenance of office—including coordinating cleaners and servicing.
- Supervise insurance and other operational and administration costs and charges as needed to ensure cost-effective coverage.
- Events management and logistics as required, such as managing external functions and necessary transportation.
- Oversee and manage the day-to-day maintenance of the office, office furniture and office equipment
- Manage and control employee visa and passport applications, transportation arrangements, air tickets and hotel bookings.
- Manage relationships with travel agencies, hotels and other suppliers.
- Control stationery, first aid and office beverage supplies.
- Supervise drivers, cleaners and some administrative staff to ensure they work effectively.

The deadline for application is 15 December 2017.



Interested candidates should send their CV together with a covering letter to :
pwc.careers@kh.pwc.com

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