

Admin Executive

Job Description:

1. Handling various administrative and clerical responsibilities such as answering phone calls, taking and conveying messages, making appointments, ordering office supplies.
2. Receive and sort daily mail/deliveries/couriers.
3. Provide documents received to respective department.
4. Preparing meetings, conference rooms, and visitor offices.
5. Respond to all requests in a courteous, professional manner at all times.
6. Maintain a neat and well-groomed appearance.
7. In charge of company's logistic.
8. Assist with name card administration.
9. Supervise cleaning staff and maintain office cleanliness.
10. Develop and carry out an efficient documentation and filing system for both paper and electronic records.
11. Organizing, compiling, updating company records, documentation and support the organization and execution of company events and activities including purchase hampers and ordering food.
12. Monitor the level of supplies and handle shortages, especially stationery & pantry items.
13. Assist with preparing meeting agendas, materials, and presentations. Take meeting minutes and follow up on action items if required.
14. Manage the execution of marketing activities for marketing campaigns, promotions, publicity, advertising, and events.
15. Plan, write and design posts for social media platforms, including Facebook, Instagram, TikTok, Xiao Hong Shu, LinkedIn and Twitter.
16. Design and write content for marketing collaterals (e.g. buntings, banners, posters, brochures, infographics, etc.) and other platforms.
17. Perform daily marketing administrative tasks and other ad hoc duties as assigned by the Management from time to time.

Job Requirements:

- Diploma of Business Studies/Administration/Management.
- Able to work independent with minimum supervision.
- Proficiency in MS Office (Word, Excel, Outlook).
- High degree of attention to detail and problem-solving skills.