

Role Name: Front office/Admin Executive**Role Brief:**

In this position, you will play a key role by performing various administrative and clerical tasks. You should be comfortable undertaking a variety of activities in the office, including filing, answering the phone, maintaining documents, basic record keeping, and other coordination activities pertaining to Admin and HR.

Responsibilities:

- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Assist the HR/Admin activities like candidate screening and scheduling/on-boarding/Documentation and Team engagement activities and assist in maintenance, upkeep and updating preparation of employee records and reports
- Keep stock of office supplies and place orders when necessary
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- 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
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Academic Qualification: Graduation in any discipline

Skills required: Good command over MS office.

- Good verbal and written communication skills
- Effective time management and coordination skills
- Should be proactive and presentable