

**We are looking for an Administrative Assistant who can start immediately.**

**Wage:**

**\$22.00 per hour for 35 to 40 hours per week**

**Terms of Employment:**

**Permanent; Full-Time**

**Employment Conditions:**

**Day; Weekend; Early Morning; Evening**

**Shift work required as large workload is with overseas clients spanning different time zones.**

**JOB REQUIREMENTS:**

**Languages:**

**English**

**Education:**

**Secondary school graduation certificate**

**Experience:**

**Minimum 7 months**

**Work Conditions and Physical Capabilities:**

**Tight deadlines, Repetitive tasks; Attention to detail**

**Business Equipment and Computer Applications:**

**MS Excel; MS Office; MS Word; Quick Books**

**Job Duties:**

- **Answer telephone and relay telephone calls and messages**
- **Greet people, inquire about the reason for visit and book appointment.**

- **Establish office procedures and routines**
- **Open and distribute regular and electronic incoming mail and other material.**
- **Draft and answer electronic enquiries**
- **Type and proofread Job advertisement, correspondence, forms and other documents**
- **Compile data of prospective job seekers to match with the employment requirements of available job postings.**
- **Schedule, arrange and co-ordinate in-office appointments and audio/video interview of employers with screened Job seekers**
- **Create and maintain clients contact details, correspondence records, files, statistics and other information**
- **Set up and maintain manual and computerized information filing systems as per File Management guidelines**
- **Order office supplies and maintain inventory**
- **Arrange travel, related itineraries and make reservations**