



Position : Administrative Assistant

Nature : Full Time

Job Responsibilities

- Be responsible for creating, counting, summarizing and submitting the department production report.
- Be responsible for staff information statistics, summary, settlement and submission (e.g. attendance, performance, rewards and punishments, salary, etc).
- Be responsible for department staff item using, distribution and records.
- Be responsible for document management, sort, organize and keep properly all the documents.
- Be responsible for receiving and delivering messages among the company, department and staff.
- Be responsible for daily office matters.
- Assist in daily translation.
- Be responsible for department other relevant statistic works.
- Complete the other duties as assigned by the superior

Job Requirements

- Diploma or Degree in Business Administration or related field.
- Fresh graduates or candidates with minimal experience are encouraged to apply.
- Basic knowledge of administrative and clerical tasks.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Strong attention to detail and good organizational skills.
- Able to multitask and manage time effectively.
- Good communication and interpersonal skills.
- Able to read/write Mandarin is an added advantage.
- Positive attitude, willing to learn, and able to work independently with guidance.