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We are seeking a versatile and professional Admin/Travel Coordinator to join our team.

This role is ideal for an individual with a balanced blend of experience and adaptability, capable of efficiently handling administrative duties, managing reception tasks, and coordinating travel arrangements.

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Responsibilities:

Provide administrative support to executives and teams, ensuring smooth day-to-day operations.

Manage front desk duties, including greeting visitors and handling incoming calls with professionalism.

Coordinate travel arrangements, including flights, accommodations, and itineraries for executives and clients.

Assist in organizing meetings and events, including logistics and material preparation.

Liaise with various departments and external contacts to ensure effective communication.

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Requirement

Bachelor's degree in Business Administration or a related field.

Proven experience in an administrative role, preferably within a corporate setting.

Excellent command of English (both verbal and written) is mandatory.

Strong business acumen and the ability to make sound decisions.

Proficient in Microsoft Office Suite and other administrative tools.

Excellent organizational and time-management skills.

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