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A successful Administrative Officer will act as the point of contact for all employees, providing administrative support and managing their queries. Main duties include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records.

Job Responsibilities

Liaise with the security department for external visitor, staff and vehicle passes

Liaise with Fleet team for any external visitor logistical requirements

Ensure all external visitors travel itinerary are arranged well in advance and are in order as per the requirements provided

Ensure service completion is tracked and payment is released on time in close coordination with Accounts Payable team and vendors for any clarification

Job Requirements

Bachelor's degree holder

Experience in working in Event and travel industry

Transparency, integrity and honesty

Flexible, resilient and positive through organizational growth and change

Excellent and clear communications skills

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