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Responsibilities:

You will be responsible for scheduling appointment and maintain calendars

You will be responsible for schedule and coordinate staff and other meetings

You will be responsible for prepare communications such as Memos, emails, invoices, reports and other correspondence

You will be responsible for create and maintain filing system both electronic and physical

You will be responsible for managing travel expense and perform bookkeeping

Requirements:

Excellent communication and interpersonal skills

Strong drive and focus for results

Ability to analyse numbers and business acumen.

Methodical and systematic.

Ability to communicate across various level.

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