



<https://www.connect-energy.com/job/administrative-assistant/>

## Administrative Assistant

### Description

- Schedule, plan, prioritize, organize and maintain daily calendar and appointments
- Arrangement business travel and related logistics and related travel and expense administration using a traveling agent
- Arrange maintenance service
- Organize internal events, such as birthday celebrations and company outings
- Check and distribution of mail
- Answer and transfer all incoming calls
- Ensure all relevant documents are updated, maintain and stored in correct location
- Ensure all documents are archives
- Send general email announcements as requested, maintain schedules for events
- Support the sales team and managing director with general administrative tasks

### Qualifications

- Min. GCE 'O' level
- Ability to speak and understand both English and Mandarin (to be able to liaise with Mandarin speaking associates)
- Administrative or sales background
- Proficient in Microsoft Office especially Powerpoint, Excel and Outlook
- Detail Oriented
- Positive attitude
- Outgoing

### Hiring organization

Connect Energy

### Employment Type

Permanent

### Job Location

Remote work from: Singapore

### Date posted

November 4, 2019