



Admin Executive

Job Description

- ❖ First 3 months basic personnel work
- ❖ Assist in planning and scheduling meetings
- ❖ Data entry, filing and scanning of Docs
- ❖ Training will be provided during the first 3 months for candidate to take on higher responsibilities

Advance Tasks include;

- ❖ Writing up our monthly meeting highlights
- ❖ Keeping track of our associates' production
- ❖ Liaising with clients
- ❖ Submission of proposals
- ❖ PA work for the Director

Job Requirements

- ❖ Diploma and above
- ❖ Good computer knowledge
- ❖ Fast Learner
- ❖ Outgoing personality
- ❖ Responsible
- ❖ Accurate
- ❖ Comfortable with working with different people