

WE'RE HIRING

ADMIN EXECUTIVE

If you have a knack for organisation and planning, this role would best suit you as a successful Administrative executive will act as a point of contact for all employees, providing support, managing the day to day tasks and paperwork.

We are looking for someone who takes initiative and preferably has knowledge or interest in learning about finance.



RESPONSIBILITIES

- Provide administrative support to the agency and senior management
- Plan upcoming company events
- Manage corporate accounts, liaising with finance and HR departments
- Submit and assist with claims/ paperwork
- Day to day housekeeping tasks
- Minor accounting responsibilities
- Drafting of contracts and agreements
- Organize and coordinate meetings
- Provide logistical support

REQUIREMENTS

- Able to work with both Windows & Apple / ios Interface
- Be adept / have interest in finance
- Takes initiative and is meticulous with tasks
 - Practices professional emailing etiquette
- Strong interpersonal/communication skills
 - Critical time management skills

Any enquires, reach out to laveniradvisory@rep.greateasternfa.sg