

## Assistant Administrative Officer

### Job Description

The ideal candidate will exhibit high standards, excellent communication skills, and have an ability to take initiative, and prioritize daily tasks. A strong ability to take charge and meet tight deadlines will ensure your success in this multi-faceted role.

### Job Highlights

- Bright Career Prospect
- Stable and Friendly Working Environment
- Well-established platform
- Fresh Graduate is Welcome

### Responsibilities

- Handle and coordinate active calendars
- Schedule and confirm meetings
- Ensure file organization based on office protocol
- Handle social media marketing
- Planning and implementing projects and events
- Procurement service
- Provide ad hoc support around office as needed

### Qualifications

- Bachelor's degree or equivalent experience
- IIQE Papers 1, 2 & 3 preferred
- Relevant working experience in marketing & sales is an advantage
- Strong interpersonal, customer service and communication skills
- Ability to multitask
- Proficient in Microsoft Office suite
- Good command of spoken and written English and Chinese

### We Offer:

- Systematic Training
- Attractive salary
- Medical/ Life Insurance Coverage
- Bonuses
- Advancement opportunities