

PRIME PARTNERS LTD

PROFILE SUMMARY

ADMINISTRATIVE SUPPORT ASSISTANT

PURPOSE

The Administrative Support Assistant will provide administrative support to ensure the proper functioning of different units of the Company.

REPORTING LINE

The Administrative Support Assistant will report to the Administrative, HR and Finance Officer.

RESPONSIBILITIES

The responsibilities for the position of Administrative Support Assistant shall include but not be limited to the following:

1. To perform duties of Receptionist;
2. To assist the Administrative, HR and Finance Officer in his duties;
3. To organize and schedule meetings;
4. To type correspondences, reports, texts and other written materials from rough drafts, corrected copies and voice reading;
5. To assist in filing correspondences, minutes, statutory documents etc;
6. To liaise with Directors/ Shareholders of client companies and relevant stakeholders for required documents;
7. To maintain contacts lists and act as a point of contact for internal and external clients;
8. To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Support Assistant.

PROFILE

- Higher school Certificate or GCE A Level or any other qualifications acceptable to the Board.
- Pleasant personality and good communications skills.
- Ability to use judgement in handling confidential information.