

# Administrative Assistant

(#QF0011)

## Location: Hong Kong

We are looking for an Administrative Assistant to perform a variety of office administrative duties in the Operations Team of the company.

## Responsibilities

- Handle general administrative support, such as managing phone calls, photocopying, scanning, filing, mailing, maintaining office supplies
- Arrange for office cleaning, repair, and maintenance
- Schedule meetings and travel arrangements for the teams
- Coordinate event logistics including venue set up, meeting invitations, and preparation of documentation and materials
- Arrange for regular team events
- Prepare monthly expense claims for management team
- Manage all bookkeeping records
- Manage the company billing and cheque issuance
- Provide support to the teams on an ad-hoc basis

## Requirements

- Degree or above, with at least 2 years' working experience in office administration
- Proficient in using Windows, Microsoft Office (Outlook, Word, Excel, PowerPoint), Adobe Editor
- Excellent time management skills and ability to multi-task and prioritize work
- Highly motivated, detail-oriented, and able to work independent
- Ability to maintain confidentiality and integrity at all times
- Fluent in English and Cantonese, Mandarin is a plus
- Good phone manners
- Immediately availability is preferred

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