



Office Manager / Executive Secretary

Our Client is a US based organization whose cutting edge industrial solutions are used the world over and across multiple industries. They are looking for an Office Manager to oversee office and admin related functions.

Responsibilities

- Provide full spectrum of secretarial support to the Managing Director and assigned Regional Directors
- Manage all functions related to office administration support - office admin, office supplies, office facility and security functions
- Supervise and manage a small team of admin support staff
- Ensure that the organization's current and future administrative needs are met efficiently, reliably and economically
- Perform periodic inspection of office's facilities and equipment
- Look into continuous improvement initiatives
- Establish and implement office admin related policies, standards and operating procedures and maintain sound filing system
- Liaise with different business units and secretarial personnel globally to ensure compliance of company policies and regulations
- Educate employees of all office and admin policies & procedures
- Liaise with various parties and coordinate all company events and meetings
- Manage on-going relationship with external suppliers to ensure delivery of satisfactory service
- Oversee the development of organizational business continuity plans

Prerequisites

- Degree in Business Administration or its equivalent
- 3 to 5 years' experience in secretarial and office admin support
- Highly organized, meticulous, motivated, decisive and a people-oriented team player
- Must be service oriented
- Good level of initiative
- Able and comfortable to work with people from different cultures
- Possess excellent communication and interpersonal skills
- Good written skills with the ability to multi-task in a fast paced environment

Please indicate your current remuneration details.