

Admin Assistant

Job Location

Central Region, Singapore
Remote work from: SG

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Base Salary

SGD 1500 - SGD 1800

Qualifications

Diploma or equivalent qualification in Business Administration or a related field.

Employment Type

Part-time

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Description

Admin Assistant Job in PERSOLKELLY Singapore Pte Ltd Careers

Are you organized and good at handling office tasks? PERSOLKELLY Singapore Pte Ltd is looking for an **Admin Assistant** to join our team. In this role, you will support daily office operations, manage documents, and assist with administrative tasks. If you are detail-oriented and enjoy working in an office, this job is a great fit for you!

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Responsibilities:

- Handle phone calls, emails, and office communication.
- Manage and organize documents and files.
- Assist with scheduling meetings and appointments.
- Prepare reports, letters, and presentations.
- Support data entry and record-keeping.
- Order office supplies and maintain office inventory.
- Assist different departments with administrative tasks.
- Ensure all documents are updated and properly stored.
- Help with travel arrangements and bookings.
- Perform other admin duties as needed.

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Skills Needed:

Hiring organization

PERSOLKELLY Singapore Pte Ltd

Date posted

February 20, 2025

Valid through

28.02.2025

APPLY NOW

- Good communication and organizational skills.
- Basic computer skills (MS Word, Excel, PowerPoint).
- Attention to detail and accuracy.
- Ability to multitask and work under deadlines.
- Friendly and professional attitude.
- Willingness to learn and assist in different tasks.

Qualifications:

- Diploma or equivalent qualification in Business Administration or a related field.
- No experience required; fresh graduates can apply.
- Admin or office support experience is a plus.

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Experience Required:

- 0 to 2 years of administrative or office experience.
- Experience in data entry or customer service is an advantage.

If you are looking for an office job with growth opportunities, apply now! We are looking for someone responsible and ready to support our team.

Important Links