

Secretary/Admin Executive

Employment Type: Permanent (Full-time)

Location: 10 Jalan Samulun, Singapore 629124

Responsibilities:

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Arrange meetings and travel reservations for directors.
- Complete forms in accordance with company procedures.
- Compose, type, and distribute meeting notes, routine correspondence, and reports
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Make copies of correspondence and other printed material.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Conduct searches to find needed information, using such sources as the Internet.
- Coordinate conferences and meetings.
- Order and dispense supplies.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

Requirements:

- Excellent communication skills, meticulous, resourceful, able to multi-task
- A team player with the ability to work independently as well as in a team
- Proficient in MS Office
- No experience required

Interested applicants to email your resumes to hr@bakertech.com.sg stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.