

ADMINISTRATIVE ASSISTANT

Employment Type: Permanent (Full-time)

Location: 10 Jalan Samulun, Singapore 629124

Responsibilities:

- Setting up and maintaining paper and electronic filing system for records, correspondence and other material.
- Conduct searches to find required information.
- Performing data entry into the Company ERP system.
- Provide support to several departments: ERP, Finance, HR, Warehouse and CEO.
- Perform any other tasks as may be assigned by the supervisor.
- Ensure compliance to relevant government regulations and company's quality, safety, health and environmental (QSHE) policies, practices and procedures at all times.

Qualification:

- Minimum N/O Level or equivalent.
- Proficient with computer function, MS Office, email and operating scanning equipment.
- Meticulous, detail-oriented, organised and able to prioritise tasks.
- Good interpersonal and communication skills.
- A team player with the ability to work independently as well as in a team.

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.