

Senior Associate, Administration

We are currently looking to hire a dedicated and promising Senior Associate to join our Administration Department. This position will be tasked with assisting and performing administrative duties as well as secretarial duties for senior executives.

Job Description

- Handle access card and CCTV records
- Monitor service vendor performance (such as office cleaning, courier services) and assist Administration Manager on service contract renewals
- Perform procurement activities and review supplier performance
- Monitor PABX, telephone recording performance to ensure operation is normal
- Review maintenance schedule and monitor office facilities performance (air condition, copier, shredder, etc.)
- Coordinate the printing request with various departments for annual reports, fact sheets
- Coordinate the transportation request with various departments for company events or marketing activities
- Set up workstations, telephone and staff cards for New Joiners
- Handle postage record and franking machine maintenance
- Regularly check equipment and condition at BCP site to ensure readiness in anytime
- Assist Administration Manager on project basis work (e.g. office modifications, workstation relocation, etc.)

Job Requirements

- 2 - 3 years of related work experience. Candidates who have prior renovation work experience and have PABX knowledge will have an advantage
- Can do attitude, pleasant, detail-oriented, self-motivated and shows a keen interest to learn, organized and able to multi-task in a fast-paced environment
- Reliable & trustworthy, able to keep matters confidential when necessary
- Flexible and proactive, ability to handle minor office maintenance issues (workstation relocation and minor office upkeep)
- Proactive and flexible, good team player who is also a self-starter who can work independently
- Good command of spoken and written English and Chinese (Mandarin and Cantonese) with good communication skills
- Well versed in MS Office applications (e.g. Outlook, Word, Excel, PowerPoint) and Chinese Input

Interested candidates please send your full resume with current and expected salary in MS Word Format. Personal data will be used for recruitment purpose only.

Only shortlisted candidates will be notified.