

## IT Services Management (Admin) Team - Assistant Manager

### Job Description

#### **Duties & Responsibilities**

- Manage day-to-day operations of the office and coordinate facility-related services.
- Provide administrative assistance to departments and manage daily office operations.
- Maintain proper tracking and organization of company assets and documents.
- Monitor adherence to internal policies and regulations.
- Lead administrative staff and coordinate team tasks effectively.
- Support budgeting processes and control operational expenses.

#### **Requirement**

- Bachelor's degree in Business Administration, Management, or related field.
- 3–5 years of experience in administration, preferably with some supervisory experience.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficient in MS Office (Word, Excel, Outlook).
- Problem-solving attitude and attention to detail.