

CEO Office

Position: Senior Assistant (M /F – 1 Post)

Job Summary:

We are looking for a detail-oriented and proactive Administrative Staff member to support our day-to-day office operations. The ideal candidate will handle a variety of administrative and clerical tasks to ensure the smooth functioning of our CEO Office and provide support to other tasks as needed.

Main Responsibilities

- Perform general administrative duties such as filing, data entry, document preparation,
- and record keeping (confidential).
- Maintain office supplies inventory and place orders when necessary.
- Assist in organizing meetings, schedules, and appointments.
- Prepare reports, presentations, and memos as requested.
- Coordinate office maintenance and liaise with vendors and service providers.
- Maintain and update employee records, documents, and databases assign by Senior.
- Assist to CEO or Manager when needed.
- Support to other team members with admin-related tasks.

Requirement

- High school graduated or a degree in business administration or a related field is a plus.
- Proven government office experience as an admin staff, office admin, or similar role.

- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint).
- Excellent verbal and written communication skills.
- Strong organizational and time management skills.
- Attention to detail and problem-solving skills.
- Ability to multitask and work under minimal supervision.
- Discretion and confidentiality.

Preferred Skills (Optional):

- Ability to prioritize tasks and manage time effectively.
- Keep physical and digital files well-organized.
- Familiarity with office equipment (printers, scanners, etc.)
- Basic knowledge of database and filing systems.
- Friendly, helpful attitude in dealing with visitors, clients, and colleagues.