



we are

Hiring!

ADMINISTRATIVE ASSISTANT

DUTIES

- Receive and screen phone calls and visitors, answer a variety of questions with tact and diplomacy, and direct calls appropriately for resolution.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintain paper and electronic filing systems of confidential and sensitive information.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes.
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
- Maintain inventory supplies by checking stock to determine adequate levels, forecast needed supplies and placing order requisitions.
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or executives as needed.

REQUIREMENTS:

- ✓ Excellent time management skills and ability to multi-task and prioritize work
- ✓ Attention to detail and problem-solving skills
- ✓ Exceptional writing, editing, and proofreading skills
- ✓ High degree of professionalism in dealing with a diverse group of people
- ✓ Excellent computer skills, Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- ✓ Five years' prior experience in supporting senior executives
- ✓ Undergraduate degree preferred

EMAIL YOUR RESUME
HR@ECHMB.COM

APPLY NOW

MORE INFORMATION
www.echmb.com

DEADLINE FOR SUBMISSION IS 31ST AUGUST 2022