

DEPUTY ADMIN MANAGER

Location: Menara YTL

Based: 24th Floor Office

Reporting HOD: Director

Department: Admin & Human Resource

Job Requirements:

- BSc/BA in Business Administration or related field
- Minimum 5 years of working experience in related field
- Proven experience as an Office Manager or similar administrative role
- Familiar with financial and facilities management principles
- Knowledge of Office Administrator responsibilities, systems and procedures
- Proficiency in MS Office (particularly in MS Excel and MS Outlook)
- Excellent written and verbal communication skills
- Strong organisational and planning skills in a fast-paced environment

Job Functions:

- Office System & Procedure
 - Plan and coordinate administrative procedures and systems and devise ways to streamline processes
 - Manage administrative activities strategically for a smooth operation on daily and long-term basis
- Personnel Management
 - Coordinate workforce planning in line with company/ business strategy
 - Assist with onboarding process of new hires
- Mailing
 - Act as an administrator for the office to provide administrative support to the staff
- Meeting
 - Record meeting minutes and dictations
 - Schedule meetings and appointments within the office