Post: Office Assistant

Qualifications & Skills required

- A Bachelor's Degree from any recognized Institute/University.
- Proven experience as a back-office assistant, office assistant, or in another relevant administrative role
- Knowledge of "back-office" computer systems (ERP software)
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office

Job Description

1. Organize office and assist associates in ways that optimize procedures

2. Sort and distribute communications in a timely manner

3. Create and update records ensuring accuracy and validity of information

4. Schedule and plan meetings and appointments

5. Monitor level of supplies and handle shortages

6. Resolve office-related malfunctions and respond to requests or issues

7. Coordinate with other departments to ensure compliance with established policies

8. Perform receptionist duties when needed