

Straits International

<https://www.straitsintl.com.sg/careers/job-2/>

Admin Assistant

Employment Type

Contract Position (6 months)

Description

You will be responsible for supporting in administrative task within the organisation.

Responsibilities

- Administrative duties
- Plan and execute logistics for events
- any ad-hoc duties assigned

Qualifications

- Self-initiator and keen interest to learn
- Interest in events management, project management or administrative work
- Proficient in Microsoft office
- Fast learner, pro-active, meticulous and responsible
- Good customer service & interpersonal skills
- Able to commit for at least 6 months

Contacts

Interested applicants may send in your resume to recruit@straitsintl.com.sg. Only shortlisted candidates will be notified.

Hiring organization

The Straits International

Date posted

December 10, 2019