

Secretary

Key skills

- Good communication, customer service and relationship-building skills
- Minimum of 5 years of experience in the same field.
- Team working skills
- Organization and time management skills
- Ability to understand duties faster.
- Negotiation skills.
- Excellent keyboard and formatting skills(60 wpm minimum)
- Advanced level Word and Excel, with knowledge of Outlook and other Microsoft packages
- A strong administrative background
- Should have good Knowledge In Government Tenders
- Driver's license would be preferred
- Ability to keep the matters confidential.
- The ability to be proactive and use your initiative: to see what needs doing and to do it
- The ability to use standard software packages and to learn ERP systems.
- Fast learner
- Able to take care of the inventory and proper maintenance of the same.
- Ability of stand for other administrative tasks as and when needed without requesting such as inventory ,payment ,receipt, data entry procedures.

Job Description

- Answering calls, taking messages and handling correspondence
- Organizing and servicing meetings (producing agendas and taking minutes)
- prioritizing workloads
- Creating memos, policies as per request.
- Implementing new procedures and administrative systems
- Liaising with relevant organizations and clients
- Coordinating mail-shots and similar publicity tasks
- Logging or processing bills or expenses
- Acting as a receptionist and/or meeting and greeting clients

- Data entry for the Business cards/Calendar Meetings/Secretarial
- IT system support
- Responsible of the data entry of the project management system
- Sending formal letters to customers
- Proceed with researches for finding information for a certain projects
- Filing all the documentations properly
- Following up with the international manufacturers and suppliers
- Organizing everything in calendar (Due dates, Deadlines, Appointments and expiration dates) for all staff
- Review and fill the contracts
- Research for exhibitions and seminars
- Assist other team members in executive tasks
- Assist in the opening of tenders
- Prepare reports for management
- Complete understanding of the ERP system, give training to new staff.
- Complete control of inventory, their storage and maintenance.
- Willing to go out in necessary situations
- Replacing data entry guy when needed.
- Organizing contacts
- Aid in Inventory process when needed.
- In charge of office organization and cleanliness
- Follow up with graphic designer and website team
- Do all sort of online research