

## **JOB DESCRIPTION**

### **OFFICE ADMINISTRATOR – BASED IN SINGAPORE OFFICE**

#### **Brief description**

The position of Office Administrator consists of performing various tasks: preparing documents, scheduling meetings, ordering supplies, answering phone calls, greeting visitors, managing filing systems, performing basic accounting tasks and communicate with relevant agencies

#### **Tasks**

- Responsible for all aspect of Office Administrative functions includes Application of Visa and Work Pass
- Communicate with relevant Government Agencies for contract agreements and procedures
- Arrange business travel and meetings for staffs
- Managing confidential database and documents
- Performing basic accounting tasks: invoices and SOA
- Communicate with Finance for issues on related invoices
- Liaise with Contractors, Suppliers / Vendors (Internal and External)
- Process of Quotation, Order Confirmation, Purchase Order, Invoices, Delivery Order, RMA and etc...
- IT Savvy and able to source out parts
- Knowledge in Order Fulfillment, Inventory Management, Shipping (Import and Export) – Air and SEA
- Well Versed with Singapore Custom Procedures
- Managing database in ERP System

#### **Qualifications and requirements**

- 5 years of experience in Administrative Work, Knowledge in Office / Facilities Setup and Shipping Procedure (Import Export)
- Excellence in Microsoft Office and ERP System (NetSuite)
- Able to work independently with minimal supervision
- Dedicated and Committed

**Competencies (in order of importance)**

- Dependability — Job requires being Reliable, Responsible, and Dependable, and Fulfilling Obligations.
- Integrity — Job requires being Honest and Ethical.
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**Lines of communication**

- To the Managing Director
- To the PTW Staffs in Singapore, Philippines, and Austria.

**Working conditions**

- This is a full-time position based in Singapore Office
- Diploma and above
- Only Singapore Citizen Need to apply

Interested candidate, please submit your updated resume indicating the position apply for, with your latest photo and your expected salary to **hr@ptwsingapore.com**