



JOB DESCRIPTION

ADMIN ASSISTANT



ABOUT THIS JOB

Work Location
Singapore (East)

Work Days
5 days

Job Level
Entry

Job Type
Full-time

Qualification
Polytechnic and above

Experiences
More than 3 years

Language Proficiency
English

Salary
From \$2,200

Category
Administrative, HR, IT

JOB BENEFITS



Training &
Development



Salary Review



Annual Leave

JOB DESCRIPTION

HR Functions - As a HR representative, you are the first level of contact with employees regarding their feedback, welfare, well-being, attitude, conduct and performance at work. HR representative plays a crucial role in retaining good employees and helping employees who needs to be improved to make the Company a better workplace. Your duties and responsibilities are to:

- Assist in the whole process of recruitment of new employees, including preparation for entry of new staff, updating the staff's records and maintaining proper filing of all personal files
- Assist in application and renewal of foreign employee's permits i.e. Work Permit, S-Pass, etc.
- Responsible for office procurement (i.e. stationers, toiletries, staff uniform, etc.), including procurement, issuance, recording and stock-taking
- Responsible for Personal Protective Equipment (PPE) (i.e. safety helmets, safety boots, etc.), including procurement, issuance, recording and stock-taking
- Handling all workers' dormitory matters i.e. check-in and out, resolving disputes when required, ensuring that workers adhere to dormitory's house rules, etc.
- Support and coordinate staff training courses
- Communicate with employees of all levels regarding HR's regulations and take in constructive feedback to review HR's practices (if any)
- Responsible for full scope of vehicle management, including managing drivers of Company's vehicles (i.e. buying/selling, maintenance, communication and conveying traffic rules, enforcing on errant drivers, vehicle renewals, etc.)
- Assist in all HR functions and administrative matters
- Prepare monthly, quarterly, and annual reports
- Undertake any other related work scopes as directed by superiors

IT Functions – As an IT representative, you are required to monitor and maintain the company computer systems, install and configure hardware and software, and solve technical problems. Your duties and responsibilities are to:

- Carry out networking, troubleshooting and IT desktop support for the organisation
- Provide support to desktop configuration, setup and migration
- Install and configure computer hardware operating systems and applications
- Perform system administration such as planning, installation, supporting and maintaining workstation and servers
- Maintained necessary principles of record-keeping, copying, faxing, mailing and filing
- Prepare monthly, quarterly, and annual reports
- Support Marketing Manager in marketing matters, if instructed to