Job Title: Administrative Assistant  
Company: Mott Optical Group  

* SUMMARY *  
Administrative Assistant ensures that the daily functions and procedures of Headquarter (HQ) Office, such as distribution centers for manufacturers and retailers, run smoothly and efficiently. From shipping and receiving to maintaining inventory, the Administrative Assistant must keep close tabs on all facets of HQ operations.

* MAJOR DUTIES AND RESPONSIBILITIES *  
  
• Logistics Support  
  Carry out administrative duties such as filing, typing, copying, billing, scanning; Ensure operation of equipment by completing preventive maintenance requirements; Develop and update administrative systems to make them more efficient;

• Monitor Inventory  
  Maintain supplies inventory by checking stock to determine inventory level; Anticipating needed supplies; Placing and expediting orders for supplies; Verifying receipt of supplies.

• Oversee Shipping and Receiving  
  Fulfilling orders, packaging items for shipment and arranging delivery; Verifying the quantity of items received against invoices; Keeping detailed shipping and receiving logs to account for all materials that enter and leave the HQ Office.

* CORE SKILLS *  
  
• Excellent time management skills and ability to multi-task and prioritize work  
• Knowing inventory control systems  
• Detail oriented and comfortable working in a fast-paced environment  
• Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel  
• Bilingual: English & Chinese (Mandarin/Cantonese)