Position: Administrative Assistant

Description: Provides administrative support to Executive

Primary Responsibilities:

- Ensure accurate and timely processing of requests for information and data
- Answer phone calls, schedules meetings and supports visitors
- Assist in preparation of reports and documents by collecting and analyzing information
- Carry out clerical duties such as filing, typing, copying, scanning etc.
- Handle bookkeeping and other basic accounting tasks
- Provide professional and courteous correspondence (via phone, e-mail and mail) with both internal and external parties
- Maintain and manage office supplies inventory
- Assist in other tasks and projects as required by management
- Handle and secure sensitive data appropriately

Skills and Qualifications:

- Bilingual (English and Chinese)
- Associate’s Degree or college-level education
- Strong verbal and written communication
- Microsoft Office skills
- Professionalism
- Ability to multitask and prioritize
- Adaptable and working effectively under pressure
- Highly organized with attention to detail and accuracy
- Reporting and analysis skills
- Independent problem-solving
- Ability to maintain confidentiality