

Position: Administrative Assistant**Key Responsibilities:**

- Provide full admin support to the team and department
- Perform data-entry, documentation, printing and filing duties
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents
- Support the officers in daily admin roles and to keep stock of stationary supplies for the department
- Put up purchase requests for all approved purchases for the necessary approvals and verify invoices for the raised purchases upon delivery of goods and services.
- Create and maintain useful databases for the department
- Perform some research duties as and when required by the team
- Assist the Dept head to maintain a proper attendance and tracking report for the Dept.
- Assist on any ad-hoc tasks as required by the dept.

Requirements:

- Min GCE 'A' level or Diploma in General Discipline
- Min 2 years relevant experience in a similar role preferably in Marine/Oil & Gas Industry
- Experience in document control management
- Pleasant personality with good written and verbal communication and interpersonal skills
- Proactive, take initiative and well organized
- Able to work fast under pressure
- Mature, with an attention to detail
- Ability to multi-task and work independently as well as in a team.
- Proficient in MS Office applications (Excel, Words and Powerpoint) is a must and experience in using SAP software is advantageous
- Work Location: Jurong East, IBP (Singapore)