

Join US!

URGENTLY REQUIRED

Snr. Executive (Administrator)

Responsibilities ;

- Manage cost efficient & cost-effective delivery of office admin services.
- Manage cost-efficient purchase of office supplies and services.
- Take charge in the purchase of office supplies / outsourced admin services / company gifts.
- Monitor and evaluate the performance of maid and messengers under the outsourced service agreement.
- Monitor office space / apartment rental agreement / check renewal rate to propose to HODs for approval.
- Supervise stationery service / stock availability / timely purchase through proper process and control. Evaluate suppliers / hotels / ticket agent through quality of products /services, delivery time, term of payment, etc on annual basis.
- Respond to internal customers and coordinate with Building technical team for timely service.
- Supervise incoming documents to distribute to Management & business units without delay.
- Must have the working experience in Office Management.

Qualifications ;

- Bachelor's Degree in any field.
- More than 5 years of experience in Administration or Office Management.
- Able to work well under pressure and handle the multiple tasks.
- Proficiency in English communication.
- Good interpersonal skill & computer skill (MS. Office).

Apply Now

talentacquisition@rclgroup.com



02-2961394

Website

www.rclgroup.com



“ START YOUR JOURNEY AND AMBITION WITH US ”