

## Executive, Office Management & Secretary

Near Jurong East MRT Station

### Responsibilities:

- Report directly to the Senior Manager, HR & Administration, while providing secretarial support to all Senior Management Staff.
- Responsible for managing the office management functions, i.e. office maintenance, office purchases, cleanliness, renovation, company car and other ad-hoc events/activities as assigned.
- Facilitate visa application, travel requests and hotel accommodation and transportation for staff and/or foreign guests/delegates, for local and/or international travel.
- Maintenance of a filing system on sharepoint to track/monitor incoming and outgoing correspondences and documents for proper record.
- Responsible for planning of Learning and Development for continuously expanding and updating professional knowledge and honing training skills in order to enhance individual and team innovation and productivity.
- Process general administrative work not exhaustive and limited to: verifying expense transport and other ad-hoc claims as requested by CEO, verifying invoices related to office administration, submit monthly report, draft and implement SOPs of office administrative procedure, etc.



## Requirements:

- Diploma / Degree in any field.
- Candidates who possess Secretarial qualifications will be highly favoured.
- Incumbent should have 1 to 3 years of work experience in a similar capacity.
- Ability to maintain a strong sense of propriety concerning confidential matters.
- Possess great working attitude and willingness to multitask, with the ability to communicate with staff across all levels.
- Good writing skills in email and announcement drafting.
- Competent in business protocol/procedures, generation of letter and report formats.
- Proficient in MS Office Suite (Word, Excel, Power Point).
- Strong literacy in English, both orally and in writing.

## Others:

- 5-day work week.

**Interested applicants, please forward your detailed resume with enclosed photograph including your last drawn salary, expected salary and availability to [HR.SG@pacificlight.com.sg](mailto:HR.SG@pacificlight.com.sg)**

**Please indicate the position that you are applying on the subject.**

**(All applications will be treated in strictest confidence. We regret that only shortlisted candidates will be notified)**

By submitting your personal data and/or resume to PacificLight (“us”) or to [HR.SG@pacificlight.com.sg](mailto:HR.SG@pacificlight.com.sg), you shall be deemed to have given consent to us collecting, using, and disclosing your personal data for the purpose of assessing your job application. Information collected may also be disclosed to PacificLight Group of Companies (“PacificLight”) which includes PacificLight Power Pte. Ltd and PacificLight Energy Pte. Ltd. for this purpose. Please read our privacy policy [here](#) “ to promote easy accessibility.

