

Office Administrator (6-month Contract)

Jurong Island

Responsibilities:

- Provide support in company organised activities and events.
- Provide administrative support to Senior Management staff
- Manage the office expenses and equipment, i.e. office's cleaning contractor, pantry, stationery supplies, photocopier and other ad-hoc events/activities.
- Coordinate internal/external dispatch.
- Book air tickets, facilitate visa application, travel requests and hotel accommodation for staff and foreign guests/delegates for local and/or international travel.
- Apply/Maintain/Terminate Jurong Island passes, Submit EMA Clearance for staff, visitors, deliveries, suppliers, etc, including site visits by our shareholders and clients from Retail)
- Order & Issue PPE (personal protection equipment), mainly safety uniform, safety shoes, helmets and safety spectacles for staff / visitors
- Perform contract administration for supplies of PPE, pantry, stationery, toner items and laundry services
- Coordinate with vendor on the collection & delivery of laundry, bottled water, etc.
- Responsible for the issuance of lockers & bicycles.
- Set up work station with proper stationery for new joiners (induction, name cards and preparation of staff pass)
- Conduct regular service quality checks ranging on vendors to ensure that the products and services meet the Company's standards and requirements.
- Coordinate lunch order for staff based in Jurong Island when required.
- Prepare and submit periodic reports such as attendance report, etc.
- Organise monthly birthday celebration.
- Manage petty cash claims.
- Custodian of keys and administration of carpark car decal includes vending machine card for staff. (Monitoring the staff cards for existing staff and staff leaving the company)
- Coordinate meetings. (both via teleconference and in person)
- Maintain document management system.
- Handle other ad-hoc duties as assigned.



Requirements:

- GCE A level and above.
- At least 1 to 3 years of administrative experience.
- Good command of English.
- Proficient in MS Office especially Excel, Word and PowerPoint.
- Preferably familiar with SAP.
- Good working attitude, hardworking, willing to work in Jurong Island.
- Reliable, proactive, responsible, resourceful and independent.
- Good interpersonal skills and a team player.
- Willing to learn and take up new challenges in a fast paced environment.

Others:

- 5-day work week
- Company transport provided from Jurong East
- 6-month contract for Maternity Leave coverage from Mar to Aug 2019

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

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)

