



<https://fourteenstar.com/job/service-admin-assistant/>

## Service Admin Assistant

### Description

#### Highlights

- Working Day – Weekly Monday to Friday.
- Saturday – Work From Home
- Off Day – Sunday & Public Holidays.
- Office Hour – 9 Am to 5 Pm

#### Job Description

- Answer and direct phone calls
- Organize and schedule appointments and meetings
- Maintain contact lists
- Produce and distribute correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Prepare and monitor Quotations, invoices
- Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Organize travel arrangements for senior managers
- Handle sensitive information in a confidential manner
- Reply to email, telephone, or face to face inquiries
- Receive, sort, and distribute the mail

### Qualifications

#### Job Requirements

- AGTI, B. Tech, BE
- At least 2 years relevant experience required

### Hiring organization

Fourteen Star Network Co.,Ltd

### Employment Type

Full-time

### Date posted

November 29, 2022

- Can be use Office Application -Excel, Word, PowerPoint & Email
- Good personality and interpersonal skills and communication skills
- Must be active, must have good Social Skills

**Job Benefits**

- Phone Bill Allowance.
- Traveling Allowance.
- Health Insurance.