**Job Description: Administrative Assistant**

**Job Overview**

We are seeking a skilled and organized **Administrative Assistant** to support daily operations by managing schedules, travel arrangements, office management, and logistical supplies. The ideal candidate will have excellent communication and writing skills, experience with planning tools, and a proven ability to handle complex administrative tasks efficiently.

**Key Responsibilities**

**1. Diary and Schedule Management**

* Manage and coordinate the daily schedules and appointments for the team or management.
* Ensure timely updates and reminders for meetings, deadlines, and commitments.

**2. Travel and Logistics Coordination**

* Organize domestic and international travel arrangements, including flights, accommodations, and transportation.
* Coordinate visa applications and travel documents as needed.
* Oversee logistical supply needs and manage inventory for office operations.

**3. Office Management**

* Maintain a well-organized office environment to ensure efficiency and professionalism.
* Manage office supplies, equipment, and vendor relationships.
* Ensure smooth day-to-day operations by liaising with service providers, including IT support and maintenance teams.
* Monitor office expenses and assist in budget preparation and tracking.

**4. Administrative Support**

* Prepare and edit correspondence, reports, and presentations.
* Maintain and organize filing systems, ensuring confidentiality and easy retrieval of documents.
* Assist with planning and coordinating meetings, including preparing agendas and taking minutes.

**5. Communication and Writing**

* Draft, proofread, and edit professional documents, including letters, emails, and reports.
* Ensure clarity, professionalism, and accuracy in all written and verbal communications.

**6. Use of Planning Tools**

* Utilize planning and scheduling tools such as Microsoft Outlook, Google Workspace, or other relevant software.
* Ensure efficient task tracking and time management using appropriate tools.

**Key Qualifications**

* **Experience:**
	+ Degree or Diploma in Business or related courses
	+ Minimum 3-4 years of experience in administrative roles, with proven expertise in diary management, travel coordination, logistics, and office management.
* **Technical Skills:**
	+ Proficiency in using planning tools such as Microsoft Outlook, Google Calendar, or other scheduling software.
	+ Strong computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint).
* **Communication Skills:**
	+ Exceptional verbal and written communication skills.
	+ Strong writing skills with an eye for detail and professionalism.
* **Soft Skills:**
	+ Highly organized with strong time management abilities.
	+ Proactive and able to handle multiple tasks under tight deadlines.
	+ Ability to work independently and as part of a team.