

We are **HIRING!**

Admin Assistant CEO OFFICE

Job Summary

The Admin Assistant is responsible for handling general office tasks and administrative duties, assisting in daily office needs and provides support to supervisor and management team.

Requirements

- Minimum National Diploma in Business Administration and equivalent.
- A minimum of two (2) years of working experience in relevant fields.
- Excellent skills in Microsoft Office (MS Word, MS Excel and MS PowerPoint).
- Experience in general office administration is an added advantage.
- Exercise high level of discretion and confidentiality.
- Excellent Planning and organisation skills.

Key Accountabilities

- To perform various administrative support and clerical tasks.
- Schedule and coordinate appointments and meetings.
- Prepare communications, such as memos, emails, reports and other correspondence.
- Create and maintain filing systems, both electronic and physical.
- Assist with organizing events when necessary.
- Assist in any administrative functions assigned by supervisor.

Curriculum Vitae must be submitted to:

recruitment@imagine.com.bn no later than Thursday, 29th September 2022.

Only shortlisted candidates will be notified.