

# 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](mailto:recruitment@imagine.com.bn)

or via email at [recruitment@imagine.com.bn](mailto:recruitment@imagine.com.bn) no later than Tuesday, 14th March 2023.  
Only shortlisted candidate will be notified.