

Admin Executive Roles & Responsibilities

1. Responds to telephone calls and e-mails.
2. Provide client service by telephone.
3. Greet guests, customers, and employees.
4. Provide information to visitors, clients, and employees.
5. Maintain a clean and organized reception area.
6. Assists in the coordination of office maintenance and repairs.
7. Organise meetings and appointments.
8. Create and provide reports to senior managers.
9. Effective management of meetings.
10. Perform basic bookkeeping and clerical duties.
11. Maintains and updates files, records, and databases for quick and easy search.
12. Housekeeping, Safety & Facility Management.
13. Perform joining formalities, issuance of offer & appointment letters.
14. Coordinating IT, HR, Finance, and other corporate services.
15. Assist HR with the candidate interview.
16. Creation of biometrics, and identity cards.
17. Managing petty cash and bank deposits.
18. Managing suppliers, such as choosing, negotiating contracts, and reducing supplier risks.
19. Provide and return laptops, computers, and other equipment provided to employees.
20. Printing of business cards, nameplates, identity cards, etc.
21. Manage staff meal vouchers.
22. General administrative tasks such as verification of stationery, petty cash, courier, pest control, housekeeping equipment, etc.
23. Celebrating employee birthdays.
24. Manage monthly anniversary records and send greetings accordingly.
25. Supervision of service personnel.
26. Resolve maintenance issues such as phone lines, electricity, internet connections, security monitoring, etc.
27. Book travel tickets and hotel accommodations for employees and guests.
28. Liaises and coordinates with a variety of departments within the Head Office and all branches.
29. Arranging accommodation for onsite employees
30. Update and communicate corporate policies and procedures as necessary.
31. Ensures business activities run smoothly through administrative support.