

## **Job Description**

### **Position: Administrative Assistant/Reception**

#### **Purpose**

The main role of the Administrative Assistant is to provide support to all departments in the office for the daily operations in the company with focus to administrative and finance activities.

#### **Qualifications**

Certificate in business or related field with minimum of 1-year experience.

#### **Key responsibilities**

- Scan newspaper for tender or prequalification advertisements
- Refreshment preparations
- Attend to all customers
- Receives money and gives customers receipts during sales
- Follow up with customers to make sure they get their purchases
- Follow up calls with all customers who received quotations
- Handles customer complaints
- Receive calls from customers
- Write quotations for products
- Managing of office supplies
- Documents and reports on all customer complaints
- Assist with day-to-day office work
- Ensure the cleanliness of the office and showroom
- Assisting marketing staff with promotional marketing activities
- Providing services as requesting by management.

#### **Reporting**

Directly reporting to the HR/Exec Sec/Admin Manager.