

## **Job Description**

**Position: HR, Admin and Exec. Sec**

### **Purpose**

The main role of the position is to handle all matters related to Human Resources of the company, handle administrative issues in the main office and provide support to the office of the Director.

### **Qualifications**

Degree in management, business administration or related field with minimum of 5 years relevant experience. Highly skilled in writing reports and operating computer.

### **Key responsibilities**

- Handle all the HR matters of the staff and casual workers
- Ensure all process and legal requirements are fulfilled with respect to HR
- Develop and implement staff development programs
- Organize and manage the filing system of the company
- Assist the Director with meetings and other official arrangements
- Attend to guests and customers directed the Director's office
- Participate and assist in the ISO QMS processes
- Manage the company assets at the main office
- Oversee and manage the general up-keep of the office, showroom and all the company's facilities
- Follow up calls with all customers who received quotations
- Handles staff complaints
- Managing of office supplies
- Manage the office refreshment facilities
- Ensure the smooth operation and functionality of all office and showroom
- Assisting marketing staff with promotional marketing activities
- Providing services as requested by management.

### **Reporting**

Directly reporting to the General Manager.