



## Circular Details

**Job Title :** Admin Officer

**Designation :** HR Assistant

**Experience :** More than 01 Year

**Age :** 20 to 30

**Salary Range :** 30,000

**Vacancy :** 5

**Posted Date :** 26-09-2022

**Last Date to Apply :** 26-09-2022

### Responsibilities

• Manage office supplies stock and place orders • Prepare regular reports on expenses and office budgets • Organize a filing system for important and confidential company documents • Answer queries by clients • Maintain a company calendar and schedule appointments • Book meeting rooms as required • Distribute and store correspondence (e.g. letters, emails, and packages) • Prepare reports and presentations with statistical data, as assigned • Arrange travel and accommodations • Schedule in-house and external events

### Requirements and skills

• Proven work experience as an Administrative Officer, Administrator, or similar role • Solid knowledge of office procedures • Experience with office management software like MS Office (MS Excel and MS Word, specifically) • Strong organization skills with a problem-solving attitude • Excellent written and verbal communication skills • Attention to detail • High school diploma; additional qualifications in Office Administration are a plus