

**Position:** Administrative Executive (Contract 1-year)

**Overview:**

You will be part of the Corporate Administration team who play a crucial role in ensuring the smooth and operation of our office. Lions Befrienders prides itself on a culture of excellence, teamwork, and dedication to serving the community.

**Responsibilities:**

- Prepare reports, slides, and minutes of meetings accurately and in a timely manner
- Assist in organizing and managing the office operations to ensure efficiency and productivity
- Assist in coordinating and administrative support for corporate meetings, events and projects
- Attending to general mails/calls and redirect to the respective departments for follow-up.

**Requirements:**

- Diploma/Nitec in Business Management or equivalent
- Minimum 2 years of relevant working experience in a fast-paced work environment
- Proficient in Microsoft Office Suite
- Excellent communication and coordination skills
- Meticulous, independent, customer orientated and strong sense of responsibility

***\*\*There is potential opportunity for contract renewable or conversion when contract expiring in a year time.***