



Office Assistant
THE PRESTIGE GLOBAL

Job Category: Security/Support Service

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Posted On: 19 Dec 2024

Application Deadline: 16 Jan 2025

Job Description/Responsibility

- **Visitor Management:** Warmly welcome visitors in a professional manner and address their inquiries with courteous service.
- **Communication:** Respond to incoming calls, providing accurate information in a respectful and friendly tone.
- **Vendor Coordination:** Communicate with appointed vendors, receive, review, and validate documentation to ensure accuracy and compliance.
- **Record Maintenance:** Maintain office registers systems as per company policies.
- **Office Environment:** Oversee subordinates to ensure the office remains organized and clean at all times.
- **Supplies Management:** Regularly monitor office supplies and notify management of replenishment needs.
- **Additional Duties:** Perform other tasks and responsibilities as assigned by management.

Education Requirements

- Secondary School Certificate (SSC) completed.

Additional Academic Requirements

- SSC

Experience Requirements

- No experience is required.

Skills Requirements

- Capability to work under pressure
- Adequate computer skills
- Excellent communication skill

Work Area

- Applicant should have experience of working in the following category(ies): Security/Support Service

Industry Type

- Experience should include the following skills: Advertising/PR/Events

Compensation/Benefits

- Mobile bill, Tour allowance
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- Complementary lunch and snacks for a healthy work-life balance.
- Regular Indoor & outdoor sports alongside PlayStation gaming for team bonding.
- Training and career development opportunities.
- Corporate facilities in different industries.
- Awesome Culture - passionate, driven and fun team.