

Administrative Executive

Responsibilities

1. Provide daily administrative and office support to ensure smooth business operations.
2. Manage schedules, meetings, travel arrangements, and office correspondence.
3. Prepare documents, reports, and maintain accurate records and filing systems.
4. Coordinate with internal departments, clients, and external partners.
5. Support HR, finance, and operational teams with administrative tasks.
6. Manage office supplies, vendor communications, and facility administration.
7. Perform other administrative duties as assigned.

Qualifications

1. Bachelor's degree in Business Administration, Hospitality Management, or other related disciplines.
2. 2–5 years of experience in administration, office management, or executive support.
3. Proficient in Microsoft Office applications, particularly Word, Excel, and PowerPoint.
4. Strong organizational, communication, and multitasking skills.
5. Fluent in English; Mandarin Chinese is preferred.

Preferred Qualifications

1. Experience in an accounting, financial services, or professional consulting firm.
2. Familiarity with office management systems and administrative procedures.
3. Experience with ERP, CRM, or document management systems is an advantage.
4. Strong attention to detail and ability to work in a fast-paced environment.