

AMAREX JOB DESCRIPTION

Position Title: Administrator	Department: Human Resource Management
Reporting Requirements: Reports to supervisor as assigned	Supervisory Responsibilities: None

POSITION SUMMARY:

The Administrator works as part of the Human Resource Management by providing support in the development of personnel management, payroll, recruiting, and human resources and provide support to Business Development (BD) team.

RESPONSIBILITIES:

- Maintain personnel management, payroll, recruiting, and human resources.
- Diary management and arranging appointments, booking meeting rooms, ordering stationery and mailing assistance
- Support bookkeeping and accounting preparation
- Support the development of proposals, work orders, and amendments for projects in consultation with the BD team
- Maintaining the company website and news release updates
- Support BD team to organize workshops and conferences.
- Other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

- Strong English verbal and written communication skills
- Experienced with either human resource management or bookkeeping preferred.
- Strong MS Office skills, particularly with Word and Excel
- Extremely detail-oriented with excellent follow-up skills
- Effective interpersonal skills, including the ability to work in a team environment, contributing to a collaborative work atmosphere
- Good problem-solving skills

Last Modified 04/16/21