

SCOPE OF RESPONSIBILITIES

To provide effective administrative support and to ensure that all processes are well integrated and managed in an efficient and effective way.

REPRESENTATIVE ACTIVITIES

1. Administration of staff welfare & benefits-in kind in coordination with Finance
 - Monthly Staff claims
2. Management of 3rd party services
 - Fleet (road tax, license, insurance renewal), phone service (Maxis, Telekom, Blackberry), utilities, Astro and canteen operator
 - Vendor management for contracted services for the building / facility
3. Coordination and processing of property and liaison with Local Authorities
 - Rental, Quit rent, Land assessment, Signage, etc
4. Management of General Services roles & responsabilités :
 - Receptionist
 - Cleaning Services, Courier Services and Despatch Service.
 - Insurances
5. Management of company property including equipment
 - Car maintenance, Access card, Office equipment renewals, Supplies, Publications, Stationeries, Office maintenance, etc
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6. Management of Corporate Service Vendors
 - Travel Desk (Sourcing and negotiating for new hotel rates and credit facilities)
 - Travel Insurance (Oversee yearly renewal process)
7. Administrative support to MTBC Facility Management Department (assist to oversee projects, day to day support for Purchase Requisitions, Budgets, vendor meetings etc.)
8. Resolve complains on Administrative & General Facility matters
9. Ad-hoc task (e.g. supervising office renovations and installation of fixtures, procuring office equipment or fixtures, ConnectMe initiatives)

REQUIREMENTS (Education, Experience, Skills, Attributes / Behaviors, Others)

- Degree holder Business Administration or equivalent.
- Ability to supervise blue collar workers (office maintenance).
- Ability to multi-task and prioritize, organized, analytical and methodical (with good follow through).
- Resourceful within the limitation of staff support and high management expectation.
- Good interpersonal skills (need to co-ordinate with various departments).
- Meticulous (ensure conducive office environment).
- Initiative (without waiting for supervisor or management to highlight areas requiring rectification or intervention)
- Insurance renewals & Contract management (related to non-critical Facility Management – Security, Cleaning services, office equipment etc.)