



## ADMIN ASSISTANT (PROJECTS)

### CORPORATE PROFILE

Incorporated in 2000 in Singapore which is soon becoming the world's maritime hub, Seatech rapidly branched out into the region, establishing offices in Malaysia, Thailand, China, India, Bangladesh and Saudi Arabia.

SeaTech is rapidly evolving as a centre for marine and offshore expertise and it is our responsibility to share the knowledge and expertise that we have collected within the marine and offshore and related industries.

Our Corporate philosophy of "MOVE AS ONE" translates into forging long term partnerships with our clients and our associates, working as one strong team to provide better, cost effective and sustainable solutions.

### Job Description

The candidate will be responsible for the following:

- Providing both clerical and administrative support to Project Managers, either as part of a team or individually involved with the co-ordination and implementation of office procedures and frequently have responsibility for specific projects and tasks.
- Devising and maintaining office systems.
- Organizing and storing paperwork, documents and computer based information
- Email Filling/archiving
- Providing administrative and secretarial support to Secretary

### Desired Profile

Skills in MS Word, Outlook, Power Point, Excel software will be required to produce correspondence and documents. Candidate should also be able to maintain presentations, spreadsheets and databases.

Be highly flexible to handle multi-task and to work independently or within team. Should possess excellent communications skills in English.

The candidate should be an 'O' level holder with 2 years minimum working experience in administration.