



<https://brightbrainsit.com/job/administrative-assistant/>

Administrative Assistant

Job Responsibilities

Required Skills

- Bachelor's degree or equivalent experience
- At least 4 years of similar work experience
- Strong inter-personal and communication abilities
- Self-motivated, fast learner, mature, able to work independently & under pressure
- Work experience as an Administrative Assistant, Personal Assistant, Reception, Office coordination, or similar role
- Excellent MS Office knowledge
- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications (e.g. e-calendars, telephone systems and copy machines)
- Excellent verbal and written communications skills
- Demonstrated proactive approaches to problem-solving

Hiring organization

Bright brains IT services

Date posted

September 23, 2024