

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

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