

# Turkey Jobs Expertini®

## Admin Specialist

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Company: Huawei Telekomünikasyon Dış Ticaret Ltd

Location: İstanbul

Category: other-general

### Responsibilities:

Manage daily administrative tasks, including managing office supplies, handling incoming and outgoing correspondences, and arranging travel and accommodation for employees.

Assist in organizing company events and meetings.

Maintain and update employee database and records.

Support HR department with recruitment and onboarding processes.

Coordinate with external vendors and service providers.

Assist in preparing reports and presentations.

### Requirements

#### Requirements:

Bachelor's degree in Business Administration or a related field.

Proven experience in administrative roles.

Excellent organizational and time management skills.

Strong attention to detail.

Proficient in Microsoft Office Suite.

Strong communication and interpersonal skills.

Ability to multi-task and prioritize work.

Fluency in English, both written and verbal.

Ability to work independently and as part of a team.

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