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Administration Assistant

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Company: Huawei Telekomünikasyon Dış Ticaret Ltd

Location: İstanbul

Category: other-general

Providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures.

Requirements

Full filling job requirements arising from and all kinds of non-routine tasks assigned by manager.

Organize and schedule meetings and appointments,

Maintain contact lists,

Produce and distribute correspondence memos, letters, faxes and forms,

Assist in the preparation of regularly scheduled reports,

Develop and maintain a filing system,

Order office supplies,

Book travel arrangements

Submit and reconcile expense reports,

Provide general support to visitors,

Provide information by answering questions and requests,

Develop administrative staff by providing information, educational opportunities and experiential growth opportunities,

Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies,

Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Requirements:

Bachelor's degree

Minimum of 2 years of experience as an assistant to an executive level manager,

Experience in a multinational environment is preferred; experience in ICT sector is a plus,

Working knowledge of MS Office Tools (Excel, PowerPoint, Word, MS Teams),

Excellent verbal and written communication skills in both **English & Chinese,**

Experience in project and/or event management,

Corporate communications experience would be an asset,

Ensure high level of confidentiality.

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