

Administrative Assistant Associate - [T/O: 1]

Job Summary:

- Spigen's Administrative Assistant will handle a wide variety of corporate matters through reviewing documents, collecting and organizing information, assisting or managing corporate projects, etc

Supervisory Responsibilities

- None

Duties / Responsibilities

- Carries out administrative duties such as filing, typing, copying, binding, scanning etc
- Reviews and maintains written and computer files, plus conduct data entry
- Collects and researches various information related to business from inside and outside, and prepares reports
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results
- Helps implement new programs, procedures, methods, and systems
- Exhibits polite and professional communication via phone, e-mail, and mail

Required Skills / Abilities

- Intermediate knowledge and skill in Microsoft Office, Google Suite, or related software
- Advance level in English(Understand/read English documents)

Position Detail

- Requires work on site

Education and Experience

- Individuals pursuing an undergraduate degree, preferably with a concentration in Bachelor's degree in Business Admission and Business Law.

Physical Requirements

- None