

HR Cum Admin Assistant

Job Description:

- Ability to handle work multi-tasking
- Ability to handle banking work
- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Distribute and store correspondence (e.g., letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Event Management & Birthday Celebration on weekly or monthly Co-ordinating HR activities
- Performing basic admin duties including printing, sending emails, and ordering office supplies
- Assisting with inventory control.
- Processing company receipts, invoices, and bills.
- Manage office supplies stock and place orders
- Handle Housekeeping, Vendor Management, Stationary, Petty Cash
- Assisting and supporting all HR / Admin functions.

Requirements

- You have a any bachelor diploma/degree any field.
- 2 to3 years of admin work experience.
- Strong communication and Coordination skills.
- Proficiency in accounting work.
- You are adaptable and thrive in changing environments
- You are a strong networker & relationship builder
- You are highly goal driven and work well in fast paced environments

Qualifications:

- Bachelor's degree or equivalent
- Ability to handle multiple tasks while staying organized
- Preference – Male Candidates

Perks and Benefits

- Best in the Industry / Monthly – 15K to 20k.
- Bonus / Paid Leaves / Other allowance / Cell phone reimbursement / Day shift / Stress free environment / Work independently