

Front Desk & Admin Assistant

Role Overview

We are seeking a **fast-learning, adaptable Front Desk & Admin Assistant** with 3–5 years of experience to manage reception, documentation, email handling, client coordination, and daily administrative support. You will be the first point of contact for clients and team members while ensuring smooth office and project operations in a dynamic environment.

Key Responsibilities

Front Desk & Reception Management

- Greet clients, consultants, and visitors professionally and manage the sign-in process.
- Answer and route incoming calls efficiently using the office phone system.
- Schedule and confirm meeting rooms; maintain a tidy and welcoming reception area.
- Issue visitor badges and oversee access control.

Emails, Documentation & Document Control

- Monitor office in boxes and respond to or forward emails promptly and clearly.
- Draft, format, and proofread letters, memos, reports, and official correspondence.
- Maintain organized digital (**SharePoint/OneDrive**) and physical filing systems.
- Track and follow up on critical documents (visas, licenses, NOCs, invoices).
- Log, distribute, and archive project transmittals and submittals.

Client Coordination & Project Support

- Schedule client meetings, confirm agendas, and collect feedback.
- Assist project teams with printing, binding, and preparing tender or presentation materials.
- Coordinate submission and receipt of project packages with consultants and authorities.

General Administrative Support

- Arrange courier services and **control project documents/drawings** for urgent transactions and materials.
- Support employee onboarding (workstation setup, access cards, IT coordination).

- Book **flights, hotels, transportation**, and visas for staff and visiting team members.
- Manage office supplies, pantry stock, and maintenance requests.
- Prepare meeting rooms with AV equipment (projector, Zoom, Teams) and refreshments.

Requirements

- 3–5 years of experience in front desk, reception, or administrative support in a corporate environment.
- Fast learner with the ability to adapt quickly to change and new systems.
- Strong command of email etiquette, documentation, and MS Office (Word, Excel, Outlook).
- Excellent communication and ability to multitask calmly.