

Job Title	ADMINISTRATION EXECUTIVE		
Company	CRADLE FUND SDN BHD	Date	-
Department	GROUP CORP. SERVICES - HR & ADMIN	Unit	HR & Admin
Reports to	Head of HR & Admin		

Summary of Role

The Administrative Assistant Executive plays a crucial role in ensuring the efficient functioning of office operations. This role encompasses general administrative support, delivery of excellent customer service, document preparation and record-keeping, coordination of meetings, management of office supplies, and contribution to cost-effective and well-organized administrative processes. In addition, the position is responsible for managing the Travel Desk function, including coordinating local and overseas travel arrangements for employees and facilitating the necessary approvals through the relevant Ministry Overseas Travel Platform. The role is integral to maintaining a productive, compliant, and smooth-running work environment.

Job Description & Responsibilities

General Administration

- Provide administrative support to ensure efficient and smooth office operations.
- Manage and organize office files, documents, and records.
- Answer and direct phone calls, emails, and general inquiries.
- Greet and assist visitors to the office professionally.

Customer Services

- Address inquiries received via email and social media promptly, ensuring high standards of customer service and satisfaction.
- Draft, edit, and coordinate emails, memos, and other correspondence on behalf of management.
- Handle incoming and outgoing correspondence efficiently.

Travel Desk Management

- Manage and coordinate local and overseas travel arrangements for employees.
- Handle travel requests, including flight bookings, accommodation, transportation, and travel insurance where applicable.
- Ensure travel arrangements comply with company policies and approved budgets.
- Liaise with travel agents and service providers to secure cost-effective and timely travel solutions.
- Maintain proper records of travel bookings and related documentation.

Document Preparation & Record Keeping

- Prepare administrative documents, reports, and memos as required.
- Maintain proper filing and record-keeping systems to ensure easy retrieval and compliance.

Meeting Support

- Assist in organizing meetings, including room booking and setup, agenda preparation, and documentation.
- Coordinate food and beverage arrangements for meetings and official functions.

Office Supplies and Inventory

	<ul style="list-style-type: none"> • Monitor and manage office supplies and stationery inventory. • Place orders for supplies as required, in accordance with the organization’s procurement policies. <p>Maintenance Responsibilities</p> <ul style="list-style-type: none"> • Ensure continuous functionality of office equipment through preventive maintenance. • Assist in evaluating and sourcing new office equipment when required. <p>Cost Management</p> <ul style="list-style-type: none"> • Coordinate procurement of office equipment in compliance with organizational purchasing policies. • Liaise with vendors and service providers, including negotiation of terms when necessary. • Assist in the preparation and monitoring of administrative budgets. <p>Food & Beverage Coordination</p> <ul style="list-style-type: none"> • Oversee and coordinate food and beverage arrangements for meetings, events, and official functions.
<p>Qualifications & Experience</p>	<ul style="list-style-type: none"> • Fresh graduate - 1 year of experience • Minimum Diploma (<i>Business administration, office management or any related field</i>)
<p>Skills & Competencies</p>	<p>Core Competency:</p> <ul style="list-style-type: none"> • Flexibility (FLX) • Collaboration (COLL) • Initiative (INT) • Self-Development (SDV) <p>Technical Competency:</p> <ul style="list-style-type: none"> • Communication (COM) • Stakeholder Management (SM)