



Requirement for **Secretary**

E-Crane International Asia Pte. Ltd. is part of the E-Crane Group of Companies. With Group HQ in Belgium and subsidiaries in Europe, N&S-America and Asia it is a global player when it comes to the design and supply of E-Cranes for bulk material handling, scrap catering & special marine applications. For its newly founded regional office E-Crane is hiring new staff.

JOB DESCRIPTION

Requirements

- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Ability to work both independently as well as in a team.
- Excellent written and verbal communication skills.
- Knowledge of Bahasa is an added advantage.
- Experience as a corporate secretary is an added advantage.
- Strong interpersonal skills and the ability to build relationships with team members, staff, management and external parties.
- Strong organizational and planning skills with the ability to multi-task and prioritize competing work demands.
- Strong analytical skill with an eye for details.
- Ability to maintain strict confidentiality and security of all sensitive information.
- Ability to thrive in a fast-paced working environment with rapidly changing priorities.
- Ability to perform work independently, follow through issues with minimal supervision.
- Ability to work in a culturally diverse environment.
- Screen phone calls, emails, mail and visitors; route and resolve information requests.
- Conduct research, prepare correspondence, expense and statistical reporting.
- Schedule travel, appointments and meetings.
- Diploma.
- Minimum 5 years office admin and sales support experience to Senior Management and Sales Team.
- Singaporean.

Responsibilities:

- Provide general administrative and secretarial support to the Director & his team.
- To perform a variety of admin function/support to ensure smooth running of the operation of the company including providing administrative support to the local team & subsidiaries.
- Handle travel arrangements.
- Handle visa applications.
- Organize business meetings and workshops, both on-site and off-site, as and when necessary.
- Process expense and miscellaneous claims for the Director and his team.
- Prepare business reports and presentations for the team.
- Manage information flow within the team.
- Liaise with the other Secretaries within the Regional Business Units on matters relating to the day-to-day operation.
- Other adhoc duties.

Other information:

- Location: Central with good access to MRT
- Working days: 5 days per week (9 AM to 6 PM)
- Work location: 3 Pickering Street #02-38
- Salary Indication: 3,500 SGD



Interested candidates who wish to apply for the advertised positions please mail us your resume at asia@e-crane.com. We regret that only shortlisted candidates will be contacted.