

Job Title

Office administrator

Company Name

Dhindsa Transport Company Ltd

Job Description

Job requirements

Languages
English

Education
Secondary (high) school graduation certificate

Experience
1 year to less than 2 years

Ability to Supervise
5-10 people

Transportation/Travel Information
Own transportation, Public transportation is available

Work Conditions and Physical Capabilities
Fast-paced environment, Tight deadlines, Attention to detail, Large workload

Personal Suitability
Organized, Reliability, Effective interpersonal skills, Flexibility

Additional Skills
Delegate work to office support staff

Business Equipment and Computer Applications
Electronic mail, Spreadsheet, MS Excel, MS Outlook, MS Word, MS PowerPoint, MS Office

Specific Skills
Review, evaluate and implement new administrative procedures, Establish work priorities and ensure procedures are followed and deadlines are met, Carry out administrative activities of establishment, Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services, Assist in the preparation of operating budget and maintain inventory and budgetary controls, Assemble data and prepare periodic and special reports, manuals and correspondence, Oversee and co-ordinate office administrative procedures

Contact Safety@dhindsatransport.com to apply.