

## Admin Assistant

### Requirements:

- Excellent English, both written and verbal is required.
- Excellent time management skills and ability to multitask and prioritize work.
- Attention to detail and problem-solving skills.
- Strong organizational and planning skills is a distinct advantage.
- Working knowledge of Word, Excel, as well as online email services is essential.
- Familiarity with CRM systems is an advantage.

### The day-to-day responsibilities include:

- Prepare and monitor invoices, uploading supplier bills and keeping track of purchase orders – accounting experience is an advantage.
- Update financial statements in databases to ensure that information will be accurate and immediately available when needed and resolve account payable and receivable issues or queries.
- Basic data capturing in the CRM (Log phone calls, further action required, project details etc.)
- Maintain supplies inventory by checking stock to determine inventory level.
- Help maintain a filing system and related CRM.
- Placing orders with suppliers.
- Answer and direct phone calls.

Applicants should submit their CVs in English to [jobs@inoperagroup.com](mailto:jobs@inoperagroup.com) (with subject line: Admin Assistant).

Only selected applicants will be contacted for an interview.