**Administrative Assistant**

Now recruiting 📢 Administrative Assistant for our POM based client.

**ROLE & RESPONSIBILITIES**✔ Answering incoming calls and directing to appropriate persons  
✔Managing and distributing information within an office  
✔ Book travel arrangements such as booking flights, hotel and restaurant reservations  
✔ Handling office tasks, such as filing,   
✔ Scheduling meetings appointments   
✔ Order office suppliers and research new deals and suppliers   
✔ Liaise with executives and employees to handle requests and queries from senior managers  
✔ Able to set-up vendors  
  
**REQUIREMENTS**✅Computer Literate - MS office (Excel, Word, Outlook)   
✅Customer Service   
✅Someone who is outspoken and confident   
✅Attention to detail  
✅Must have 3 experiences in the similar role   
✅Can speak English

Deadline: Friday 03rd of May 2024 before COB  
  
📧 [recruitment@pacificmanpower.com.pg](mailto:recruitment@pacificmanpower.com.pg)  
  
How to Apply  
1. Expression of Interest Letter  
2. Updated CV in Word format  
3. CPA  
4. Email Subject: Administrative Assistant