## ROLE PROFILE

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| **Role Title** | **Administrative Assistant** |
| **Internal Reference** |  |
| **Business Unit / Group Function** | BU |
| **BU Team / Sub-Function** | Project Dragon |
| **Location** | Shanghai |
| **Team Leader Role** | Managing Director, Business Transformation |
| **Role Level** | 5[Role Layer] |
| **Team Members** | No |
| **Role Purpose** Provide an efficient administrative service, principally by ensuring a pleasant and safe office environment and contributing to a positive climate in the office. |
| **Accountabilities*** Oversee the administration and management of the office to ensure a professional, productive and positive environment for employees.
* Arrange all aspects of business / leadership meetings in liaison with external service providers where required, including travel/transport and providing administrative support during the event
* Organize, coordinate and prepare the arrangements for company meetings and assemble materials, meals and other logistical matters for such meetings.
* Manage daily diary of appointments/meetings for the Managing Director. Prioritise and manage conflicts with respect to diary management and meeting schedules, and organise all relevant travel arrangements to ensure diary time is utilised effectively and diary commitments are met.
* Act as first point of contact/welcome for the office for internal/external visitors, screening/fielding calls and taking accurate messages as required
* Deal with routine queries and requests for information, both internal and external, producing letters and reports when appropriate including ad hoc reports and other forms of information as required to support the provision of management information, audit requirements etc.
* Working closely with the Office Administration team, ensure office supplies and related materials are maintained, including printer supplies, courier services, office refreshments
* Deal with a high volume of confidential information and ensure that information is treated sensitively at all times, positively representing the Commercial Team and WGS in a highly professional manner
* Maintaining office accounts and payment of accounts, managing all administrative payment requests (POs and invoices), classifying billing statements with no error.
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| **Created by:** | Mark Edwards |
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| **HRBP:** | Shayne Goh |
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