



Administrative Assistant (Internship)

Job Description:

As an Internship Administrative Assistant Esmond Holding Administrative Services Department, you will provide essential support to ensure the smooth operation of administrative functions. You will work closely with various teams, contribute to office organization, and assist in maintaining efficient processes. This internship offers valuable insights into administrative operations within the IT industry and provides an opportunity to develop organizational and communication skills.

Responsibilities:

- Assist in handling incoming calls, emails, and inquiries in a professional manner.
- Provide support in scheduling appointments, meetings, and conference calls.
- Help maintain and update databases, records, and documentation.
- Collaborate with the team to prepare and distribute internal communications.
- Assist in managing office supplies, inventory, and procurement.
- Support the organization of company events, workshops, and meetings.
- Assist with data entry, reporting, and spreadsheet maintenance.
- Learn to manage and prioritize tasks to meet deadlines effectively.
- Assist in coordinating travel arrangements for team members.
- Uphold data security and confidentiality in all administrative tasks.

Requirements:

- Enrolled in a relevant business, administration, or related degree program.
- Strong organizational and multitasking skills.
- Excellent communication skills, both written and verbal.
- Detail-oriented with a high level of accuracy in data entry.
- Proficiency in using Microsoft Office applications (Word, Excel, PowerPoint).
- Positive attitude and willingness to take initiative.
- Eagerness to learn and adapt in a dynamic work environment.
- Customer-focused approach with excellent interpersonal skills.
- Prior experience in administrative or office support roles is beneficial.

Benefits:

- Hands-on experience in office administration within the IT industry.
- Exposure to various administrative tasks and processes.
- Mentorship and guidance from experienced administrative professionals.
- Opportunity to develop organizational and communication skills.
- Possibility of extending the internship or being considered for future administrative roles.

If you are organized, detail-oriented, and interested in gaining practical experience in office administration, we encourage you to apply for our Internship Administrative Assistant position in the IT Service Center. This is an excellent opportunity to contribute to the efficient functioning of administrative operations while learning about the administrative side of the IT industry.