

# Admin Assistant, Engineering

The Admin Assistant, Engineering provides administrative and organizational support to the Engineering Department, enabling smooth day-to-day operations. This role ensures efficient documentation, coordination, and communication within the department while supporting managers and engineers with routine administrative tasks. The Admin Assistant may also liaise with HR and other corporate functions as required.

## Key Responsibilities:

### 1. Administrative Support

- o Prepare, organize, and maintain departmental documents, reports, and records.
- o Assist in scheduling meetings, managing calendars, and coordinating departmental activities.
- o Handle correspondence, emails, and communication with internal teams and external stakeholders.

### 2. Departmental Coordination

- o Assist in onboarding of new engineers, including documentation and coordination with HR.
- o Assist in implementing and maintaining departmental processes and standards.

### 3. Continuous Improvement & Miscellaneous Support

- o Identify opportunities to streamline administrative workflows.
- o Provide ad-hoc support to the department and managers as required.

## Required Qualifications & Experience:

- Diploma or degree in Management, Communications, or a related field.
- Prior experience as an administrative assistant, preferably in an engineering or technical environment.
- Proficient in MS Office (Word, Excel, Outlook, PowerPoint) for everyday office tasks.
- Good organizational, communication, and multitasking skills.

## Key Competencies:

- Strong organization and time management Skill.
- Good communication and teamwork abilities.
- Attention to detail and accuracy.
- Proactive, flexible, and able to multitask.

**Important:** Due to current quota limitations, we are unable to provide visa sponsorship for this position.

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