

Job Description

Admin Officer

🕒 08:30 AM - 05:30 PM

📅 Full-Time

About Us

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You will play a crucial role in client engagement processes, encompassing initial client interactions, proposal preparation, and seamless collaboration with technical teams. In addition, this role will involve tasks related to online presence and client communications.

Responsibilities:

- **Client Interaction:** Initiate communications, understand client needs, and ensure a seamless experience throughout the engagement.
- **Proposal and Engagement Management:** Craft detailed proposals, collaborate with teams, and ensure timely submissions to potential clients.
- **Coordinating with Technical Departments:** Collaborate across departments, gather tailored proposal information, and facilitate effective communication.
- **Online Presence and Communication:** Oversee and respond to client inquiries on platforms like LinkedIn, Telegram, and Facebook.
- **Client Contact Workflow:** Develop efficient workflows, streamline communication channels for prompt client query responses.
- **Administrative Support:** Coordinate meetings, maintain records, and handle additional tasks as assigned by the Manager.

Requirements:

- **Education:** Bachelor's degree in Business Administration, Marketing, or a related field.
- **Experience:** Proven experience in administrative roles, particularly in professional services or consulting is a plus.
- Good communication and interpersonal skills.
- Strong organizational and time-management capabilities.
- Ability to work both independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite.
- Familiarity with online communication platforms and social media.

