

Administrative Assistant (Environmental Company)

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Company: Asia Tree Preservation, Ltd.

Location: Hong Kong

Category: other-general

As an Administrative Assistant at Asia Tree Preservation, Ltd., you will play a crucial role in supporting the daily operations and administrative functions of our dynamic support to our internal and external stakeholders. This position offers an excellent opportunity to work with a dedicated team and contribute to the growth of a successful and environmentally conscious company.

Responsibilities: Perform data entry and maintain accurate records in spreadsheets and databases. Handle incoming phone calls from clients, providing professional and friendly assistance, and directing inquiries to the appropriate team members. Manage office correspondence, including emails and written communications, with a strong focus on timely and effective responses. Assist in scheduling and coordinating appointments, meetings, and events for internal team members and clients. Organize and maintain physical and electronic files, ensuring easy access and retrieval of information as needed. Take notes during meetings, discussions, and client interactions, providing concise and accurate summaries when required. Update client information and service details, ensuring client records are current and well-organized. Provide general administrative support to various departments, including printing, scanning, and filing documents as needed. Assist in the preparation of presentations, reports, and other materials for internal and external use. Contribute to the enhancement of office efficiency and effectiveness by recommending process improvements and implementing best practices. Collaborate with team members to ensure smooth communication and workflow across different departments.

Requirements Proven experience as an Administrative Assistant or in a similar administrative role is preferred, but entry-level candidates are also encouraged to apply. Proficiency in both Cantonese and English, with

excellent verbal and written communication skills in both languages. Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with data entry processes. Highly organized, detail-oriented, and able to multitask effectively in a fast-paced environment. Ability to handle confidential and sensitive information with the utmost professionalism and discretion. Excellent interpersonal skills, with a customer-focused approach to handle client interactions. Proactive and self-motivated, with the ability to work both independently and collaboratively as part of a team. A passion for environmental conservation and an alignment with the core values of Asia Tree Preservation, Ltd. Working Conditions: This is a full-time position based at our office in Hong Kong. Some occasional flexibility may be required to accommodate meetings or events outside regular office hours. Travel may be required occasionally for off-site meetings or client visits. Benefits 5 day work week 13 month pay (double pay) Group medical insurance Comfortable and open work environment

higher diploma a plus

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