



Officer / Senior Officer, Corporate Services

Responsibilities:

- Provide administrative support to senior management including managing daily schedule, business appointments, travel itineraries and meeting logistics etc.
- Assist in preparation and production of various reports, presentations, meeting materials, etc. for management review
- Assist in administration, clerical support and logistics arrangement for the team such as expenditure management, procurement, records keeping, correspondences and documents filing, car pooling, staff welfare, etc.
- Assist in coordination, housekeeping and daily management of the different campus and office facilities
- Perform any ad hoc assignments as required

Requirements:

- Diploma holder or above
- Minimum 3 years of relevant experience in aviation industry, preferably in Administrative / Customer Services field
- Basic knowledge of airport operation is preferred
- A team player with proactive, detail and result oriented mindset, fast learner, able to work independently
- Proficient in MS Office including Word, Excel, PowerPoint and Outlook
- Candidates with less experience will be considered as Officer, Corporate Services. Fresh graduates are also welcome