

OFFICE ADMINISTRATIVE ASSISTANT

C&Y Group East Coast, INC.

Address: 150 Saint Charles Street, Newark NJ 07105

GENERAL JOB DESCRIPTION

We are looking for a reliable Office Administrator. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

The tasks of the office administrator will include bookkeeping and mentoring office assistants. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

The office administrator ensures smooth running of our company's offices and contributes in driving sustainable growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Documents filing & management: accounting, legal, and employee Files
- Making payments and support other accounting work
- Support buyer's paper work
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Assist with payroll duties including update time attendance records and databases
- Track stocks of office supplies and place orders when necessary
- Assist colleagues and other duties assign by management

REQUIREMENTS

- 2 year in college degree; BSc/BA in office administration or relevant field is preferred
- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Familiarity with office management procedures and basic accounting principles
- Proficient in use of MS Office
- Excellent in communication skills

We provide a competitive compensation package (health care, dental, vision, PTO, etc.) and excellent career development opportunity

Please send your resume direct to Human Resources Department at resume@cyglobalusa.com or fax to (713) 472-3725