**Administration Officer**

1. Support on day-to-day office operation including but not limited to ordering stationery & pantry sundries supplies, payment handling and other administrative support.
2. Manage pool car bookings and liaise with vendors for necessary logistics.
3. Monitor vendor performance and contract renewal negotiation.
4. Serve as a contact point of the team to address inquiries, concerns and requests.
5. Provide back up support on reception counter, such as handling enquiry, greeting and serving guests, etc.
6. Support for organizing staff activities and events.
7. Renew license related documents of Hong Kong/PRC, vehicles insurance.
8. Perform other duties as assigned by the supervisor.

### Skill and knowledge required

* Higher Diploma or above with 5 years’ relevant experience in MNC or a sizeable company
* Proficient in computer skills including MS Office (Word, Excel & Outlook)
* Good command of written and spoken English and Chinese.
* Ability to problems solve and work independently in a changing and multi-tasking environment
* Good team player