

## **OFFICE EXECUTIVE**

1. Coordinate services with office-related vendors and service providers.
2. Maintains office services by organizing office operations procedures.
3. Welcome visitors and assist them in connecting with their hosts
4. Ensure laptops, monitors, phones, Internet access and other devices are set up and always activated for all employees.
5. Managing the schedules of key personnel and coordinating appointments and meetings
6. Provide excellent customer service, answering phone calls and responding to emails promptly and professionally.
7. Support the team with administrative tasks, filing and document preparation.
8. Manage office budgets and expenses
9. Manage and maintain office supplies and equipment, ensuring they are always in good working order
10. Maintain and update company databases and records, ensuring accuracy and confidentiality
11. Provide general administrative support to the team, including photocopying, scanning, and filing documents.
12. Ensure the office is clean, organized, and presentable always