



{ Project Administrator (2-Year Contract)}

Responsibilities

- Support project team(s) in handling administrative issues throughout project cycle from design, production, implementation, & closing
- Assist in preparing meeting minutes, quotation, invoice, written correspondence, project status updates, internal & external audit, & other project related documents
- Arrange executives & team's travel, accommodation and vehicle related management

Requirements

- Higher Diploma or above with 2 years working experiences in Construction Industry, Main Contractor, Engineering or IT discipline
- Strong planning, organizing and coordination skills
- Undertake any ad-hoc task as assigned
- Good communication skills in both English and Chinese
- Immediately available is highly preferred