



JOB DESCRIPTION

Job Summary:

Responsible for day-to-day task management which includes attending to BCC hotline, scheduling and arranging meetings, organizing BCC Calendar of activities, receiving and forwarding communications, maintaining BCC stock and building and taking care of more general clerical duties.

Job Tasks:

- Act as a first point of contact for the BCC services, including attending to enquiries through BCC hotline and emails and responding or referring the enquiries to relevant department officials
- Process and respond to incoming communications promptly (email, letters, telephone, face to face etc), accurate message taking, copying and distributing information as necessary
- Managing all correspondence and its entry, incoming and outgoing communications of GEMs. Assign incoming communication to relevant department and ensure timely response
- Ensure office supplies are maintained, including checking inventory, attending to stock request from BCC staff, requesting for stock from procurement and ensuring all supplies are sufficient at all times.
- Ensure the security of the stock room
- Managing and maintaining BCC stock, attending to stock request, processing stock request, checking inventory and requesting from procurement any inventory that is running out of stock or unavailable.
- Assist in the maintenance of BCC building and equipment, hiring maintenance vendors to repair or replace damaged products

Additional Responsibilities:

- Perform other work related duties assigned by the Business Center Corporation