

Secretary

- Manages secretarial work for General Manager – The Fullerton Bay Hotel Singapore. This include an update and keeping an accurate records of meetings, appointments, and conferences.
- Collate meeting papers and slides, coordinate venues and arrange travel itineraries for General Manager.
- Secretariat function for meetings includes compiling agendas, meeting minute taking, check accuracy of presentation and meeting materials.
- Compose and prepare confidential correspondence, reports, and other complex documents.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.).
- Handle general office equipment, procurement of office supplies (Copier paper, business cards, and stationery), archive and scanning of documents and renewal of membership subscriptions.
- Receive and screen phone calls, determining the priorities and redirect them when appropriate.
- Facilitate communications between Senior Management and Internal Departments.
- Act as a point of contact for enquiries and queries within the Executive Office.
- Provide hospitality to all guest and help to create a welcoming environment.
- Compile and response to guest feedback in a timely manner.
- Audit agreement and contracts, website contents for accuracy of information.
- Effective planning and scheduling of Manager on Duty's duty roster.
- Compile, follow up and follow through the findings in Manager on Duty Report.

Requirements:

Completion of Polytechnic Diploma or a Degree; or at least four years of progressively responsible secretarial experience and/or a combination of education and experience that equates to four years of qualifying progressively responsible work experience.

Technical skills:

- Computer word processing and/or spreadsheet education/experience specifically with Microsoft Word, Excel, PowerPoint and Access software.
- Demonstrated skills in setting up and maintaining alpha, numerical and chronological filing systems.

- Experience coordinating the work of others is required.
- Demonstrated positive interpersonal skills.
- Demonstrated skills in telephone communications.
- Solid attention to detail and problem solving skills, an ability to prioritize, multi-task, and follow through.
- Good knowledge of rules of effective business English usage, spelling, punctuation, and grammar.
- Concise written and communication skills, with demonstrated ability to communicate effectively and project a positive image.
- Strong sense of urgency and ability to work in a flexible environment.
- Accepts direction and works as a team player with willingness to take the necessary initiative to get a job done.

To apply for the above positions, please send your full resume to careers@fullertonhotels.com