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JOB PROFILE

CLIENT SERVICES DEPARTMENT

BUSINESS SUPPORT ASSISTANT	Reporting Line: Team Leader, Manager

KEY RESPONSIBILITIES

- Perform general clerical duties to include, but not limited to, copying, faxing, mailing and filing;
- Assist the team in preparing the incorporation packs for the setting up of new companies;
- Assist the team in the preparation of quotes through research and compilation of data;
- Prepare responses to correspondence containing routine inquiries;
- File and retrieve organizational documents, records and reports – physical files & on DMS;
- Create and modify documents such as reports, memos, letters, spreadsheet etc.;
- Liaise with the relevant authorities such as the ROC, Registrar General & the FSC in an effective and efficient manner;
- Assist in setting up, coordinating and making arrangements for meetings and conferences;
- Prepare agendas and board packs;
- Inputting of data on the relevant internal systems- scan and upload documents on any relevant system in place;
- Updating of information on all the relevant systems in place on a regular basis;
- Opening of bank accounts for clients- completing the whole process as required;
- Prepare payment instructions and liaison with the bank;
- Filing of annual return and financial statements as applicable;
- Daily and effective input on timesheet or any time management system;
- Prepare simple resolutions under the direction of the supervisor;
- Any other cognate duties that may from time to time be required which are appropriate to the role and business requirements.

REQUIREMENTS

- HSC Holder with good results;
- Work experience in a clerical role would be a definite advantage;
- Good communication skills – written & oral;
- Is innovative, flexible, resilient and have the ability to think out of the box;
- Is self-motivated and self-disciplined;
- Can work under pressure and deliver within tight deadlines;
- Can multi-task;
- Computer Literate: Ms Office Word, Excel, PowerPoint & Outlook;
- Is well organised and can plan work in an efficient manner.