



Admin Assistant cum Receptionist

Balanced Engineering & Construction Pte Ltd specialises in design, build, repair and maintenance of industrial and commercial chimneys and silos. With a number of offices in the Asia Pacific Region, BEC is a market leader in this highly-specialised field, with an impressive track record. Due to our rapid expansion, we are now looking for suitable candidates to join our team.

Responsibilities:

- General admin and reception duties
- Filing and maintaining proper documentation
- Compiling documents and reports
- Update and submit reports
- Coordinate OT requests and maintain OT file
- PPE issue and control
- Submit Permit to Work
- Submit purchase requisition
- Assist project team
- Application of site passes.

Requirements:

- Candidates must possess at least 'N' or 'O' Levels
- At least one year experience (fresh graduates will also be considered)
- Proficiency in MS Office
- Fluent in both written and spoken English
- Independent with positive attitude
- Conscientious and willing to work hard
- A good team player
- Preference will be given to those candidates who are available immediately.
- Applicants should be Singaporean citizen or hold relevant residence status

Interested applicants are invited to write in with detailed resume stating qualifications, work experience, current and expected salary to: hr@be-con.com

Balanced Engineering & Construction Pte Ltd

Website: www.be-con.com