

## 1. Job Details

Job Title *	Admin Executive
Job Description (not more than 100 words)	<ul style="list-style-type: none"> <li>- HR Function – Leave Management &amp; Employee Matters</li> <li>- Facility &amp; Company Property Leasing Management</li> <li>- Preparation of Accounts receivable</li> <li>- Develop and carry out an efficient documentation and filing system</li> <li>- Make travel arrangements</li> <li>- Manage the day-to-day operations of the office</li> <li>- Assist in reviewing, evaluating and recommending the awarding of contracts</li> </ul>
Company Name *	Creative Mind Design Pte Ltd
Company Description	<p>At Creative Mind Design (CMD), we aim to create inspiring, noteworthy projects that help our clients to thrive. We help leading businesses create elegant and smart designs that people love.</p> <p>We seek individuals who possess integrity, determination, a good sense of humour, and a love of interior spaces. We are more than just a workplace; but a team, a family, a legendary practice.</p> <p>We welcome you to create fond memories with us.</p>
Qualification	Diploma/Degree in Business/HR/Accounts
Experience/ Skills Required	<ul style="list-style-type: none"> <li>- At least 2 years experience in roles related to HR &amp; Accounts</li> <li>- Proficiency in English is a must. A good command of mandarin is a big plus.</li> <li>- Discretion and confidentiality</li> <li>- Excellent knowledge of MS Office</li> <li>- Exemplary planning and time management skills</li> <li>- Ability to multi-task and prioritize daily workload</li> </ul>

No. of Vacancies *	1
Closing Date *	31 / 05 / 2016 (dd/mm/yy)
Salary Offered	To be discussed in person

## 2. Contact Details

Contact Person	Jonathan
Telephone	6733 7731 (ext 717)
Fax	n/a
Email	hr@cmd.sg
Address	108 Thomson Road S(307595)
Website	http://cmd.sg
Comments	

Note : \* Compulsory field