

## Career Opportunity

September 2019

### Administration Executive (Singapore Office)

Cockett Group, one of the world's largest value-added resellers and physical suppliers of marine fuels and petroleum products and services has recently announced an exciting new opportunity for an experienced and proactive Administration Executive to be based in our Singapore office.

#### Job Purpose:

The role is designed to provide general office administration and front office support.

#### Responsibilities include:

- Administrative support to all staff within the region.
- Office management and supplies.
- Acting as the regional conduit for HR matters to the Head Office.
- Assistance with vendor registration processing
- Preparation of various reports.
- Expense Claim Management.
- Assisting with travel requirements.

#### Skills/Qualifications:

- Diploma or Bachelor's degree in office administration or relevant is desirable
- Fluent in written and verbal communication skills in English.
- Minimum 2 years office administration experience
- Excellent organisational and time management skills
- Attention to details with multitasking ability.
- Proficient in Microsoft Office, with aptitude to learn new software and systems

#### In return Cockett Group offers:

- Good remuneration and benefits package to be discussed upon interview
- Opportunity to develop a challenging career in an International Group

**All interested applicants please forward your CV with a short covering letter to:**  
**[humanresources@cockett.com](mailto:humanresources@cockett.com)**