

**Administrative Assistant**

Candidate will perform complex administrative duties in as the Administrator Assistant for the MCT's executives. The position requires a highly professional individual who is able to work independently with little supervision in performing daily activities that are varied and complex in nature. There is considerable latitude and flexibility in carrying out assigned tasks. The highest levels of tact, discretion, good business judgment, and resourcefulness are needed when handling problems, especially matters of a proprietary, sensitive nature. Duties are highly confidential and require broad and comprehensive knowledge of the organization's policies and operations and the ability to act within approved constraints in the absence of management. The position has frequent contact with clients and other individuals outside the company and necessitates presenting a favorable impression of the company using diplomacy and business etiquette.

**Job Responsibilities:**

- Provide liaison between executives, external contacts, clients and direct report, to include coordinating required meetings, scheduling and checking reports for accuracy and thoroughness, and ensuring that necessary information is timely and appropriately disseminated.
- Responsible for composing correspondence, receiving and routing messages, answering inquiries, processing mail, arranging travel, setting up meetings and catering, and coordinating appointments and schedules.
- Assists in the preparation of presentations and dry runs and presentation meetings, as needed.
- Drafts confidential corporate documents as required.
- Coordinates company-wide events and functions, as assigned, such as all-hands and management meetings.
- Facilitates adherence to corporate procedures designed to maintain smooth, effective information flow between and among all company business unit staffs.
- Initiates facilities and equipment needs as needed.
- Attends company meetings. May take minutes and distribute minutes to attendees.
- Initiates special reports and assists with special projects. Conducts research as assigned.
- Works collegially with others and handles day-to-day situations with an acceptable, reasonable approach.

**Requirements:**

- The individual must have at least 3 years of office experience, including executive-level support
- Thorough knowledge of office procedures, excellent proofreading skills, and flawless grammar and punctuation.
- Strong technical proficiency is required, including expert knowledge of Microsoft Office; i.e., Word, PowerPoint, Excel, Outlook, and other additional software and databases used by the company as needed.
- Demonstrated an ability to work well with others both inside and outside the company.
- Excellent organizational and communicational skills, tact, poise, leadership qualities, and the ability to take independent action while maintaining a strong work ethic and attention to detail,
- Consistent follow-through, judgment, time management, prioritization, and the ability to work under pressure and meet deadlines.
- Bilingual is preferred English, Chinese (Mandarin) conversational or better