

OFFICE AND SAFETY ADMINISTRATOR

Job Summary: To ensuring a safe, efficient, and well-organized office environment while supporting key administrative functions including office support, vendor coordination, IT assistance, and travel arrangements.

Key Responsibilities:

Office Safety & Compliance

- Implement and monitor Workplace Safety & Health policies in alignment with MOM regulations, conducting regular risk assessments, safety audits, and training sessions.
- Maintain records of safety checks and incident reports.
- Ensure safety equipment and signage are up to date and compliant with local regulations.

Office Administration & Support

- Manage office supplies
- Provide general administrative support
- Organize and coordinate internal events and activities
- Maintain cleanliness and functionality of the office space in coordination with service providers.

Vendor Management

- Liaise with office service vendors (e.g., cleaners, maintenance, air con, electricity, pantry suppliers, hotels, medical & health coverage etc) for timely delivery and service quality.
- Review and process vendor invoices and contracts.
- Maintain a vendor contact list

IT & Equipment Coordination

- Provide basic IT support such as setting up workstations, telephone, and assisting with hardware needs.
- Coordinate with internal helpdesk team & external IT support vendors when necessary.
- Maintain inventory of IT assets and equipment.

Travel & Logistics Support

- Assist in booking travel arrangements such as flights, accommodation, and transportation when require.
- Support visa and travel document applications where necessary.

Requirements:

- Diploma in Business Administration, Office Management, Workplace Safety & Health, Computer and Science or related field.
- Strong organizational and multitasking skills.
- Good interpersonal and communication skills.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Interest in office operations, safety practices, and administrative work.
- Team player with a positive attitude and willingness to learn.