

Job Title:	Administrative Assistant
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Department/ Business Unit:	DTG Medical PH - Admin	Reports to:	Country Manager
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Job Purpose

- The responsibilities of an Administrative Assistant may include tasks related to both general administrative functions and specific activities as required by Device Technologies. The candidate has an important role in ensuring a smooth office operations and at the same time assisting our frontline professionals and operations people as they require some administrative support.

Reporting/Working Relationships

- Working Relationships: Frontline employees and Operations team
- Business Managers
- Country Manager

Key Responsibilities

- Manage daily office operations that include coordination of meetings, events and appointment schedules.
- Sufficient office supplies and regular maintenance of office equipment
- Maintain accurate and up-to-date records of administrative files.
- Communicate and liaise with suppliers, vendors, and clients on matters related to administrative activities.
- Facilitate travel arrangements for team members attending conventions, congresses, training sessions, and other events.
- Assist in the preparation of documentation required for regulatory compliance.
- Handle sensitive information with discretion and adhere to data privacy and confidentiality policies.
- To perform basic administration in SAP system for related sales activities, customer information and reports.
- Liaise with regional/HQ team on the traveling arrangements for hotel, flight, transport & refreshment arrangement for conferences.
- To coordinate the interview arrangements for local staff hiring and engage with HQ T&A team to facilitate the submission of the required documents and issuance of the offer letter (LOA) for the shortlisted candidates.

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Quality and Safety Requirements and Responsibilities

- Comply with Quality System requirements;
- Take reasonable care for your own health and safety and do not negatively affect the health and safety of others. Comply with any instructions and follow any policy, procedure or work instruction relating to health and safety at the workplace that has been notified to you;
- To ensure compliance with applicable legislation, customer requirements and given the exposure risk to the business, it is a requirement of this role that you maintain any appropriate vaccinations and background checks as appropriate.
- Conduct all activities and duties as part of this role in full accordance with company policies, procedures, and values.

Selection Criteria

Essential

- Understanding of Device Technologies policies and procedures including any vaccination and background checks in line with your role and responsibilities.
- An administrative assistant needs to be organized and can handle multiple tasks efficiently. Attention to detail, familiarity with industry-specific terminologies and an understanding of regulatory requirements are essential.
- At least 2 years' experience in general office administration, experience in sales administration is preferred.
- Bachelor's degree in business
- Strong interpersonal and communication skills
- Demonstrated competence in MS Word, Excel and PowerPoint;
- Valid work rights in The Philippines.