



## **Secretary**

Incumbent will work closely with the Tax Principal and managers and play an integral role as part of the team.

### **Responsibilities:**

1. Attend to incoming/Outgoing mail and disseminate info to senior staff for action.
2. Initiate follow-up action by reminding Tax Principal and managers.
3. Screen and attend to calls from clients.
4. Secretarial duties

### **Pre-requisites:**

- 3 – 5 years relevant experience as a secretary or department administrator.
- Possesses GCE 'A' Level with private secretarial diploma or equivalent.
- Proficient in MS Office – MS Word, Excel, Powerpoint and Access.
- Good command in spoken & written English.
- A team player
- Adopt a professional outlook and have flexible work attitude.
- Pleasant disposition.
- Possesses initiative, enthusiasm and resourceful.

**Interested candidates are invited to submit your latest updated resume stating your availability of employment, current, achievements and expected salary to Adrian Collin Png at: [adrian@collincrawford.com](mailto:adrian@collincrawford.com)**

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