



# POSITION DESCRIPTION

**POSITION TITLE:** Business Support Administrator

**LOCATION:** MALAYSIA  PHILIPPINES  VIETNAM

## ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

## CLIENT OVERVIEW

The Business Support Administrator is responsible for providing administrative support services to our client's business to allow all staff to perform their role efficiently with the right tools. This is a flexible role which may include a wide range of administrative functions, designed to respond to the administrative and business support needs.

## CLIENT POSITION DESCRIPTION

### Key Responsibilities

- Provide quality administrative support to the senior management team, including presentation preparation, administrative duties, expense claims processing, printing, travel bookings, purchasing gifts or ad hoc requests as they arise.
- Coordinate internal meeting schedules and where required provision of support with relevant documentation and recording and distribution of minutes.
- Undertake basic formatting of templates within our design system (e.g. Canva)
- Ordering of office consumables, office equipment, stationery, and toolkit resources.
- Provide intranet administrative support and maintenance
- Perform M drive maintenance and permissions as required
- Organisation of internal and external events when required (e.g. offsites) including venue booking, travel bookings, transfer bookings, food coordination etc.
- Other duties as reasonably requested (e.g. ad- hoc projects)
- Organising onboarding equipment for new starters (incl. hardware, merchandise, equipment).
- Manage database profiles
- Data entry into systems or centralised spreadsheets



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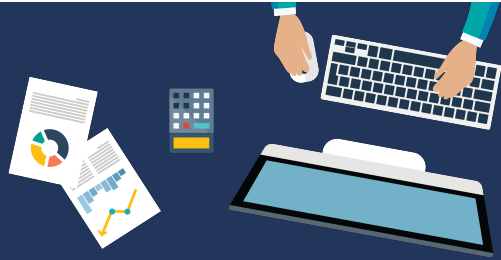
- Basic reporting in excel (including creation of pivot tables and graphs)
- Assisting with the creation of reporting
- Data maintenance & follow up
- Desktop QA checks
- Actioning data integrity errors
- Administration support as required for internal and external audits
- Make recommendation for admin process improvements
- Ensure compliance with privacy and confidentiality legislation
- Perform all tasks in accordance with our client's Quality Management System
- Function as an effective, positive team member
- Adhere to all policy and procedures
- Actively identify opportunities for continuous improvement
- Maintain a customer and participant focus at all times and a commitment to deliver service excellence
- Carry out other reasonable duties as required

## Skills, Experience & Qualifications

- Extensive experience in providing support and assistance at a senior level
- Previous experience working in a highly confidential environment
- Exceptional interpersonal skills, and the ability to work collaboratively with varying personality types
- Demonstrated experience working with a degree of flexibility and ability to manage change
- Excellent verbal and written communication skills
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines
- Well-developed Microsoft office skills (Word/Excel/PowerPoint)
- Proactive, flexible and versatile attitude that is responsive to changing priorities and shows incredible initiative
- Ability to work autonomously and within a group environment, and building strong working relationships
- Proven experience in managing multiple stakeholders and associated skills in influencing
- A personal approach which is positive, enthusiastic, friendly and helpful
- Commercial awareness and track record of working within a goal-oriented environment.

## ASW OFFERS

- We are experts in offshoring partnerships. This means that you will be a trusted member of the ASW family, and get access to our excellent benefits, plus you also get to work directly with one of our clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.



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- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities, and other exciting activities.
- Ongoing career opportunities.
- To find out what our people say about working at ASW, visit: <https://aswhiteglobal.com/careers/>