

# Front Desk Executive & Document Controller

## Job brief:

The Front Desk Executive & Document controller provides, secretarial and administrative support to team members, vendors and Clients. Experienced and self-motivated with superior clerical, analytical and organizational skills, the individual has excellent oral and written communication skills and works well with team members and the public.

## Responsibilities

- Process one or more document types through all procedural steps in accordance with well-defined procedures and guidelines. Ensure that pre-established document control requirements are satisfactorily met throughout the duration of the project.
- Receives, tracks and monitors documents using standard document management programs to register documents, maintain databases, and produces logs, transmittals and other reports as required.
- Typing Memos/letters/preparing reports and scan documents for electronic storage.
- Maintain an established data distribution system and schedule for the assigned project based upon client, project, department, and supplier requirements. Expedites review, signature approval, and release of supplier, clients and internally produced documents.
- May perform some clerical duties such as light typing, filing, answering phones etc.
- Assist Project team to ensure effective implementation of project specific procedures.
- Perform other responsibilities associated with this position as may be appropriate.

## Requirements and skills

- Proven work experience as a front desk executive & document controller or similar role
- Familiarity with project management
- Hands-on experience with Adobe Acrobat and MS Office products: Word, Excel, PowerPoint etc.
- Proficient typing and editing skills
- Data organization skills