



*Heavy Maintenance Singapore Services (HMS Services), a joint venture between SIA Engineering Company (SIAEC) and Airbus, leverages on the synergy of SIAEC's extensive maintenance experience and expertise with Airbus' depth of technical and engineering knowledge as an airframe original equipment manufacturer. Airbus will develop the joint venture as its Centre of Excellence for A380 and A350 Heavy Maintenance in Asia, which will complement SIAEC's extensive airframe service offerings in Singapore and the Philippines.*

*As part of our growth plan, we are constantly looking out for talented, hardworking and energetic individuals who thrive on challenges and enjoy working in a fast-paced and dynamic environment. If you are looking for an exciting and fulfilling career, we are looking for suitable individuals to join us for the position of:*

## ***Administrative Assistant***

### **JOB DESCRIPTION**

- Perform the full spectrum of secretarial functions for the Senior Management Team
- Communicate and coordinate with external/internal parties for business schedules and meeting appointments
- Provide logistical support of Company events, functions and meetings
- Maintain office filing system and upkeep of office equipment & stationery
- Manage conference rooms for Management meetings
- Process travel arrangements as well as travel and claims reimbursement
- Manage security clearances and car park arrangements for visitors
- Any other duties as assigned

### **REQUIREMENTS**

- Diploma from a local Polytechnic / Institution
- At least 2 to 3 years of relevant experience in a similar capacity
- Excellent analytical, interpersonal, and communication skills
- Conversant in Microsoft Office applications

*If you are interested in the above position, please send in your resume to  
[HMS\\_Recruit@hmsservices.com](mailto:HMS_Recruit@hmsservices.com)*