**Key Responsibilities:**

* **Administrative Support:**
  + Assist with routine office tasks, such as maintaining files, handling correspondence, and updating records.
  + Support the team with documentation, data entry, and preparing reports.
  + Assist with scheduling meetings and organizing office events or activities.
* **Data Entry and Management:**
  + Accurately enter data into company systems, databases, or spreadsheets.
  + Maintain and update files, documents, and databases to ensure information is up to date and accessible.
  + Assist in preparing presentations and reports as required by various departments.
* **Customer Support (Internal/External):**
  + Handle basic queries or requests from internal staff and customers via phone, email, or chat.
  + Assist in coordinating communication between different departments, ensuring information is passed on efficiently.