

Do's

DO provide full support to the office management

DO prioritize and manage all requests from the management in a polite, innovative and helpful manner

DO fulfill general office duties, including taking messages photocopying, answering to phone calls, filing, data entry, and issuing slides

DO collect all deliveries, packages, and mails

DO maintain office stationery and all relevant equipment and inadequate amount



Don'ts

DON'T be rude to others

DON'T be laid back and delay the work

DON'T assume and draw conclusions of delivering the messages

DON'T be ignorant and biased towards a certain set of people

DON'T be careless of the office equipment and feel free to misplace any official item

