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| A fast growing IT company are looking for an experienced Technical assistant to join our team,details as below :-  The technical assistant should be organised, logical and methodical in their approach. To provide support role within the technical team. This role requires an individual with a combination of technical and administration expertise to do the following :-   * Analyze and document current processes and workflow * Creates project plans and schedules * Assigns task responsibilities to project team members * Manages internal and external client expectations * Track progress of projects * Identify, assess and minimize project risks to successful project completion * Provide administrative support to technical staff. * Review incoming mail for technical staff and determine course of action. * Prepare own correspondence and, as requested, correspondence for others. * Transcribe dictation to final copy and finalizing draft documents. * Conducting analysis of information and reports to group or individual. * Dealing with technical customer complaints and briefing the T.M. * Assisting with auditing and evaluating suppliers. * Collects and coordinates data needed by technical staff. * Coordinates materials or special projects for assigned technical staff or individual which may include preparing material/reports, distributing, editing, formatting and proofreading material. * Vendor management and Vendor liaising   **Requirements:-**   * Excellent communication (both written and oral) skills * Excellent data acquisition and interpretation analysis * Ability to work to deadlines and self manage * Ability to work in team environment with excellent interpersonal skills to provide quality customer service to both internal and external customers. * Exceptional follow up skills and detailed oriented. * Strong organizational and time management skills. * Broad working knowledge of departments operations and objectives. * Proficiency in personal computer applications and systems which may include Excel, desktop publishing, project, and department specific systems/applications.   **Qualifications and Skills Required**  Experience in technical administration management would be an added advantage while applying for this position. The ideal candidate will also need to have strong communication skills and should be good at multitasking and confident in project management. Knowledge of office software packages (Word, Excel, PowerPoint,project etc.) is also expected.  The technical assistant should also possess an average of 3 years prior work experience. |