

Receptionist

Responsibilities:

- Handle Receptionist duties (all incoming calls handling, guest greeting, courier arrangement, meeting room booking etc.);
- Provide all round general office administrative support, including duties such as:
 - Maintenance of office facilities;
 - Coordinate with vendor for purchase;
 - Get quotation for office equipment, stationery and car insurance etc;
- Handle general administrative duties;
- Participate in ad-hoc projects as required.

Requirements:

- F. 5 or above with at least 2 years' experiences in reception and general office administration;
- Good telephone manner and pleasant personality;
- Proficiency in PC applications such as MS word and Excel;
- Immediate available is preferable.

We provide 5-day work week, attractive salary package and fringe benefit to the right candidate.

(Resume data collected will be used for recruitment purpose only.)