

Receptionist

Responsibilities:

- Manage the front desk reception including greeting and assisting visitors.
- Performs office administrative functions such as monitoring admin maintenance schedules and pantry items
- To handle all incoming calls, incoming calls from overseas and outstation.
- Attending to customers, guests and company staff by answering enquiries and entertaining guests.
- Ensuring courier mail is received and sorted out.
- Any other related functions as may be assigned by the Management from time to time.

Requirements:

- Minimum SPM qualification.
- At least 2 year(s) of working experience in the related field is required for this position
- Good conversant in both English and Bahasa Malaysia.
- Must have a basic knowledge of Microsoft Office e.g. MS Word, Excel.
- Must possess a highly pleasant disposition and personality, with reasonable communication skills