



## RECEPTIONIST

### Job Description

We are looking for a **receptionist**. The first impression is always the most important. Can you make a good first impression? Front desk receptionist are the first people that customers will see when entering a business. Welcome visitors by greeting guests and offering them a beverages or greeting them on the telephone answering or referring inquiries. You will be in charge of giving clients directions to various parts of the office. Provide general office support with a variety of clerical activities and related task. Contacting employees regarding visitors, taking messages, sorting and distributing mail.

### Main Job Task & Responsibilities

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Managing conference room
- Arrange travel and accommodations, and prepare vouchers

- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

### **Key Competencies**

- Strong analytical and problem solving skills
- Effective Communication Skills
- Good Interpersonal Skills
- Flexibility
- Reliability
- Teamwork

### **Requirements**

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Good looking, well behave, having a cheery, chatty personality, smiling face and friendly.
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Excellent verbal communication skills (English/Mandarin)
- Solid written and verbal communication skills (English)
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree; additional certification in Office Management is a plus
- Malay girl with good English and Chinese girl with good English and Mandarin are encouraged to apply.