

<b>Job Description</b>	
Position Title	Receptionist / Admin Clerk
Reporting	Manager, GAD

<b>Main Tasks and Duties</b>	
1	Attend to customer's enquiries and direct them to related departments as and when it is required
2	Attend and direct qualified visitors to the meeting rooms while waiting for the host
3	Processing outgoing and incoming mails using the Franking Machine, arranging courier service or physically dispatch if required
4	Ensure that the meeting rooms and boardroom are neat and tidy
5	Update staff's telephone list
6	Serve drinks to customers or attendees during meetings in the absence of the Pantry Lady
7	Assist in other General Administration Duties which include but not limited to the preparation and processing of supplier' payment, filing duties, summarizing telephone bills and keying in of Journal Entries
8	As a backup in opening the bank's main door in the morning
9	Any other tasks or duties assigned by Head of Department or Company from time to time

<b>Job Requirements</b>	
Education	Bachelor's degree in any discipline
Working Experience	1. At least 2 years of relevant experience in a similar capacity
Language	1. English 2. Fluent written and spoken Mandarin to liaise with Chinese speaking clients or employees
Others	1. Ability to multi-task and work under pressure 2. Good interpersonal skills to handle stakeholders across multiple departments