



RECEPTIONIST

Responsibilities

1. Handle general administrative duties.
2. Handle course enquiry and manage registration process proficiently.
3. Provide excellent and timely internal and external customer service.
4. Serve walk-in customers.
5. Handle phone call enquiries and service support.
6. Assist to co-ordinate for training events / courses and seminars.
7. Maintain professional image and provide professional service at all times.
8. Support in facilities management (room booking and rental).
9. Manage training room and attendance logistics.
10. Perform any other ad-hoc duties as and when required.

Requirements

- Minimum GCE 'O' Level and above.
- Preferably 1 to 2 years of experience in reception / customer service field.
- Pleasant and cheerful personality.
- Proficient in MS Office applications.
- Good interpersonal and communication skills.
- Excellent phone etiquette.
- Able to multi-task and work in a culturally diverse environment.
- Customer-oriented, positive and willing to learn.
- Able to work in a fast-paced environment.

Other Information

- Working Location : Toa Payoh

- 5-day work week, Mondays to Fridays : 9.00am to 6.30pm / 1.00pm to 10.00pm (staggered shifts)

Interested candidates are invited to submit a comprehensive resume, stating the expected salary and date of availability to <state email address>.

We regret that only shortlisted candidates will be notified.