

## 前台接待 / Receptionist

### Job Description:

1. Reception Desk Management : To provide front desk services and basic administrative support to the office/Answer phone and transfer to right person correctly,update company phone list in time
2. Visitor Management : Greeting visitors/answer questions in polite manners and connect to the right owner for pick-up
3. Employee Service : Office express/statement checking/Arrange travel plans for colleagues,including flight tickets,hotels etc/office maintenance management/Employe name card design&print
4. Vendors Coordination : keep in touch with the vendors.Get the best service with reasonable prices
5. Office Storage and Stock Management
6. Other assignment based on the daily operation requirements