

行政前台 / Admin Receptionist

Job Description:

Telephone management : pick up and transfer all telephone called in

Ningbo office admin assistance : receive visitors and contact person in charge/receiving newspaper,letter,fax,couriers/Booking train ticket as staff's requirement/conference room coordination/keep the office clean and tidy

Shared service : Reserve conference room/arrange name card printing,arrange courier service,receiving newspaper,letter for company,company car using coordination.

Contract filing : filing all hotel's contracts

Qualification:

Admin knowledg good at computer.Fluent spoken English communication skills.

College diploma