



Receptionist / Admin Assistant (Various Positions)

Location: Singapore

(A) Position: Receptionist

Key Responsibilities:

- Provide Front desk reception duties for the office which includes handling of all phone calls and manage internal & external customers timely and professionally.
- Receive and greet all visitors in a professional and warm manner
- Collect and distribute all incoming mail and courier items
- Develop and maintain a tracking system on all incoming & outgoing mails and courier items for the office
- Assist in General Office administration.
- Assist in the coordination of ad-hoc company functions/events.
- Assist in any ad-hoc duties, projects and activities as and when required.

Requirements:

- Min GCE O Levels with excellent communication skills.
- Min 1-2 years relevant experience.
- Possess good professional image, excellent phone mannerism and enthusiasm in customer service.
- Pro-active and highly resourceful
- Proficient in MS Word, Excel and Powerpoint applications is highly preferred.
- Working location: Jurong International Business Park (IBP, Singapore)

(B) Position: Administrative Assistant

Key Responsibilities:

- Provide full admin support to the team and department
- Perform data-entry, documentation, printing and filing duties
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents
- Create and maintain useful databases for the department
- Assist in any ad-hoc duties, projects and activities as and when required.

Requirements:

- Minimum in 'A' level or Diploma in any discipline.
- Minimum 2 years relevant experience in a similar role preferably in Marine/Oil & Gas Industry
- Possess good understanding and knowledge in document control and management
- Pleasant personalities, mature, with good written and verbal communication and interpersonal skills
- Able to work fast under pressure
- Professional, mature with an attention to detail is preferred
- Abilities to multi-task and work independently
- Proficient in MS Word, Excel and Powerpoint applications is highly preferred.
- Work Location: Jurong International Business Park (IBP, Singapore)
- **Only Singaporeans & SPRs are welcome to apply**