



JOB DESCRIPTION

Job Title:	Receptionist cum Admin Executive	Job Level:	Staff
Department/Division:	HR & Admin	Location:	Head Office
Report to:	Senior Admin Executive	Work type:	Office Time

Job Description:
<p>Responsibilities:</p> <ul style="list-style-type: none">• Organize and handle company staff activities: finding supplier; briefing idea; follow up contract and payment; arranging F&B, T-shirts for attendees. (Birthday party, Breakfast meeting, Staff party, Sports Day, and many outdoor events, ...)• Perform operation non-trade purchasing for Guardian banner:<ul style="list-style-type: none">○ Monthly reviewing report from store, analysis data, sending to Finance Dep. To get approval, preparing document for purchasing, follow up delivery status, making payment... (shopping bag, roll bag, bill paper & ribbon, material, ham wrap, weighing stamp, uniform,...)○ Annual reviewing contract, finding good supplier, follow up company bidding process.• Be in charge of general office administration job as maintain office facilities, machines and equipment such as water, electricity, telephone, printer, toner, stationary...• Responsible for stationary, office spending, dealing with office landlord• Process visa, work permit, temporary residence card for Expats, supporting expats with admin-related requirements.• Welcoming visitors and staffs• Answering telephone and visitors' enquiries in a polite and timely manner;• directing visitors to their destinations;• Taking and relaying messages;• Administering post, faxing, sorting and handing out mail;• Ensure reception area is kept clean and tidy;• Filing, data entry and performing other office task as requested;• Other ad hoc duties as assigned by Senior Admin Executive. <p>Qualifications:</p> <ul style="list-style-type: none">• College or University degree• Minimum 1-year experience in a similar role• Good at using Word, Excel and Power point• Be proactive, enthusiastic & positive "can do" and shared services attitude• Good oral & written communication skills in both English & Vietnamese• Attention to detail in daily tasks• Good interpersonal skills with internal & external parties• Have experience in handling customer complaints is a strong plus• Ability to work under high pressure• Be trustworthy and possess high moral standards