

We are an International Freight Forwarding Company, in needs of a highly motivated and qualified staff for our Headquarter – Jakarta,

Receptionist

Qualification ;

1. Age 25-35 years old
2. Minimum 1 year experience or receptionist and general administration
3. Minimum high school Administration or general high school or diploma 3 (preferred in management, business, administration)
4. Fluent in English and computer literature are must
5. Good looking and friendly guest or customer
6. Having ability on administration
7. Having ability use PC (Ms Office, Ms Excell, E-mail etc)

Job Description ;

1. Greet and welcome guest as soon as they arrive at office
2. Direct guest to the appropriate person an office
3. Answer scen and forward incoming calls
4. Ensure reception area is tidy and presentable, with all necessary stationery and material
5. Provide basic and accurate information in-person and via phone/email.
6. Receive sort and distribute daily mail/deliveries.
7. Maintain office security by following safety procedures and controlling access via the receptionist desk (monitor logbook,issue visitor badges)
8. Update calendars and schedule meetings (booking meeting room)
9. Perform ather clerical receptionist duties such as filling, photocopying, transcribing and faxing.
10. And other administration support task

If you meet above criteria, please send the complete CV & photographs to:

PT. NNR RPX Global Logistics Indonesia Mutiara Building 3rd Floor Suite 303, Jl. Mampang Prapatan Raya No. 10 Jakarta Selatan 12790.

by e-mail to: hrd@nnr.co.id