

We're Hiring Receptionist cum Administrative Assistant



Job Profile

- Possess a degree/ diploma or an equivalent certificate in Human Resource management.
- Possess a Diploma or an equivalent certificate in relevant filed is an added advantage..
- At least 2years of experience in a similar role
- Proficient in MS Office.
- Attend to and manage reception duties and meeting room arrangements
- Collect, sort, arrange and manage local and overseas mails and courier
- Arrangements for local and overseas flight, accommodation for employees and/or guests
- Liaise with external suppliers to facilitate the maintenance of the office.
- Assist in planning, organizing and managing of Company Events and Activities
- Take and distribute meeting minutes to appropriate individuals.
- Assist the Director in planning his calendar and follow up as when needed.
- Outstanding organizing and time-management skills.
- Professional attitude and appearance.
- Excellent English communication & inter-personal skills
- Ability to work independently and under minimum supervision.
- Age below 35years.

If you believe you are the right fit,
kindly send us your updated resume to: jobs@appleholidays.com