

"STEER YOUR CAREER IN RIGHT DIRECTION"

Crystal Martin Ceylon (Private) Limited is a subsidiary company of the Hong Kong Based Crystal International Group Limited, having 06 apparel manufacturing facilities island wide and providing employment to 5000 employees.

JUNIOR EXECUTIVE - FRONT DESK & TRANSPORT ADMIN

We are looking for a dynamic individual with a passion to pursue a career in front desk management. The ideal candidate should be an energetic team player with excellent communication, a proactive attitude, ability to be self-motivated and work independently to achieve tight deadlines .

ROLE & RESPONSIBILITY.

- Responsible to maintain 6s standards.
- Welcomes visitors by greeting them ,in person or on the telephone ,answerring or reffering inquiries.
- Directs visitors by maintaining employee and department directories:giving appropriate instructions.
- Make travel arrangements and schedule meetings based on all partners itineraries.
- Maintains telecommunication system by following HR & Administration division's guidance.
- Answering phones in a professional manner ,and routing calls as necessary.
- Provide basic and accurate information in-person and via phone /e-mail.
- Announcing parties as necessary on business necessities.
- Maintains safe and clean reception area by complying with procedures ,rules ,and regulations.
- Performing ad -hoc administrative duties .
- Facilitating parties on temporary and permanently online BOI zone entry permit requests.
- Contributes to team effort by accomplishing related results as needed.
- Assist on travel arrangement needs via the fleet management system.
- Maintain transport related correspondences and vehicle maintenance correspondences.
- Maintain transport and vehicle maintenance charts and update in timely manner.

QUALIFICATION & RESPONSIBILITIES .

- Studied up to G.C.E (A/L)
- Vocational qualifications.
- Previous working experience.
- Numerical skills and ability to react to a range of differenet situations .
- Prior experience as a receptionist or in relatede field .
- Consistent, professional dress and manner.
- Basic IT Literacy.
- Communication skills.

SEND YOUR RESUME WITHIN 7 DAYS OF THIS ADVERTISEMENT.

Join our dynamic team and thrive



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