

Receptionist

Responsibilities:

- Handle reception duties including incoming calls and greeting visitors in a professional and polite manner;
- Responsible for receiving and distributing incoming fax/correspondences to respective departments or persons;
- Handle courier services and internal mailing service;
- Order stationery and other office supplies
- Manage Conference Rooms Booking
- ad-hoc tasks as assigned

Requirements:

- F.5 or above with minimum 2 years relevant working experience in administration;
- Familiar with MS Word, Excel and Chinese word processing;
- Excellent interpersonal, problem solving and communication skills;
- Pleasant personality, good telephone manner, communication and interpersonal skills
- Independent and willing to learn

Application Methods:

- Email: hr@ricacorp.com
- Fax No.: 2891 1737
- Mail: B/F, Centre Point, 181-185 Gloucester Road, Wanchai, Hong Kong