



## Job Description – Receptionist

### Job Purpose:

Responsible for welcoming Malia Group guests and handling all assigned communications in a highly professional manner.

Perform duties in accordance with Malia Group Policies and Procedures.

### Duties and Responsibilities:

#### On Welcoming Guests

- Greet and welcome visitors in a friendly and polite manner and inform concerned member of their arrival
- Maintain and continuously update the “Visitors’ Log Sheet” to keep record of visitors entering the premises
- Monitor and ensure that the reception area is kept neat and clean at all times

#### On Calls

- Handle the dispatching of all incoming and outgoing calls to concerned person
- Enter new phone numbers on the Malia Group Directory application

#### On Internal Communication

- Dispatch internal and external mail and ensure delivery to concerned person
- Handle the internal announcements emails (Birthdays, newborns, lost & found, car removal etc..)

#### On Support

- Support on cashier and customer service duties at Malia Store
- Contact candidates and handle the interview scheduling process in a timely and professional manner
- Handle the HR database updates on system (Lotus/Website)

**Education:** Bachelor Degree in Business Administration or equivalent



**Experience:** 1 to 2 years of experience in a similar position