
Job Title : Receptionist

OVERALL:

- ◆ Represent the Bank through phone and personal interaction with business partners.
- ◆ Manage the telephone section.
- ◆ Coordinate with the various departments regarding visitors, and monitor incoming and outgoing persons.
- ◆ Manage daily mails/deliveries/couriers

RESPONSIBILITIES:

- ◆ Welcome and facilitate visitors appropriately
- ◆ Answer and forward phone calls to the right person
- ◆ Receive, note and deliver in-coming mails
- ◆ Receive, note and pass out-going mails to messenger
- ◆ Arrange the transportation for staff's business travel
- ◆ Prepare and update relevant reports

Other Responsibilities:

- ◆ Help with administrative duties in Human Resources and Training Department
- ◆ Perform clerical duties such as filing, photocopying, faxing, etc.

QUALIFICATIONS REQUIREMENTS:

- ◆ Matured and pleasant personality
- ◆ Good communication skills
- ◆ Good organizing and multi-tasking skills
- ◆ Computer literate (MS Office, etc.)

Contact Info:

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