

**Job Title : Receptionist**

**OVERALL PURPOSE:**

**RESPONSIBILITIES:**

- ◆ Prepare mission memo for all departments
- ◆ Record and follow up emergency leave
- ◆ Support admin work of Driver & Maid (HO)
- ◆ Verify claim (mission & medical) & allowance for all staff
- ◆ Assist all staff regarding damaged/lost access card
- ◆ Prepare lift card and parking card for new staff and all staff
- ◆ Assist recruitment team on collecting documents from New Staff
- ◆ Manage meeting room
- ◆ Welcome guests
- ◆ Record documents in/out
- ◆ Pick up phone call, response to queries

**REQUIREMENTS**

- ◆ Year 4 or fresh graduate
- ◆ No experience or related
- ◆ MS word, MS excel
- ◆ Acceptable English communication (written and speaking)
- ◆ Friendly, fast learner, hardworking, patient

Contact Info:

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