

## **Receptionist / Telephone Operator**

(Ref.: RECEP/CKHH)

### **Responsibilities:**

- Deliver professional guest services at reception area, including greeting visitors and escorting VIPs
- Handle incoming calls and fax and direct to relevant parties
- Manage conference room reservations and coordinate set-up arrangements
- Maintain tidiness and cleanliness of reception area and conference room
- Provide general office administrative support, such as data entry, procurement of office supplies, facilities management
- Perform ad hoc duties as assigned by supervisors

### **Requirements:**

- Diploma holder or above in any disciplines
- Minimum 3 years' relevant working experience in sizable companies
- Proficient in MS Word, Excel and Chinese word processing
- Excellent communication skills and telephone manner
- Mature, presentable, customer-oriented
- Fluent in English, Cantonese and Mandarin

Salary and benefits will be commensurate with experience and competence. Please forward detailed resume with indication of expected salary quoting our reference to [recruit@ckh.com.hk](mailto:recruit@ckh.com.hk)