

DZ BANK AG, Singapore Branch

Job Title: Receptionist / Secretary

Job Description

- Ensure that all walk-in guests are addressed and attended to in a friendly and efficient manner.
- Make travel arrangements such as booking of flights and accommodation for staff, jointly with the GM's PA.
- Support and vetting of staff travel/entertainment claims, jointly with the GM's PA
- Ensure that all incoming calls are attended to immediately and directed to the requested recipients.
- Inventory check of pantry necessities and stationeries.
- Liaise and arrange with printing company on printing of name cards for staff.
- Contact office landlord pertaining to office admin matters.
- Maintain an up-to-date record of all outgoing mails, registered mails and courier services.
- Collection and distribution of daily mails from the mailbox.
- Overall support function of the GM's office.
- Deputize the GM's PA in case of absence.

Requirements

- Minimum 'O' level qualification
- Minimum 7 years of experience in receptionist or secretarial role
- Very organized and attentive to details
- Experience in flight/transport/hotel bookings
- Team player
- Good interpersonal & communication skills
- Able to multi-task
- Able to display initiative

Kindly note that only shortlisted candidates will be notified.