



Perdana College of Malaysia
Plot CWS (B) 14, Road 33, Gulshan 1, Dhaka 1212

Front Desk Junior Officer

Education Requirement:

Graduate in any discipline or `A` Level.

Knowledge & Experience:

- Reasonable fluency in oral and written communication skills in both English and Bangla.
- Possesses basic computer and typing knowledge (Word, Excel, E-mail, Internet, etc.)
- Holds basic office administrative skills
- At least one year experience in front desk or Reception

Other Requirements:

- Female candidate preferred
- Age 20 to 35 year(s)

Qualities:

- Honest, hard working and pro-active
- Mature, pleasant personality and well mannered
- Good degree of flexibility to handle diverge range of activities
- Able to work with minimum supervision

Job Responsibilities:

- Assists front office manager in day to day activities including student counseling.
- Acts as the first contact point of the College.
- Receives telephone calls, mails, e-mails and forward them to the appropriate destinations.
- Receives and welcomes enquirers/guests/visitors with presentable and impressive mannerism.
- Maintains a filing system of important record and information.
- Performs other related duties as assigned by immediate supervisor

Referees:

At least one referee for contact and confirmation of the candidate's work related background and character reference.

Salary:

Negotiable

Application Deadline:

May 5, 2010

Application Procedures:

Send applications including a cover letter, CV, and photo, to the Registrar, Perdana College, Plot CWS (B) 14, Road 33, Gulshan, Dhaka 1212, or email: enquiries@perdanacollege.com. More info can be found in the Perdana website:

<http://www.perdanacollege.com/Services/job.html>