JOB VACANCY

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**EASTERN PACIFIC INDUSTRIAL CORPORATION BERHAD**

**198101000559 (66667-K)**

**POSITION: RECEPTIONIST**

**JOB REQUIREMENT**

* Possess at least a recognized Sijil Pelajaran Malaysia (SPM) or equivalent.
* Experience with administrative and clerical procedures at least one (1) year.
* Proven work experience as a Receptionist, Front Office or similar role.
* Proficiency in Microsoft Office.
* Hands-on experience with office equipment. (e.g. fax machines and printers)
* Professional attitude and appearance.
* Solid written and verbal communication skills. (Bahasa Malaysia & English)
* Ability to be resourceful and proactive when issues arise.
* Excellent organizational skills.
* Multitasking and time-management skills, with the ability to prioritize tasks.
* Customer service attitude.

**RESPONSIBILITIES**

1. To respond to and take ownership of calls from both internal and external call in a timely, efficient and courteous manner.
2. Answer, screen and forward incoming phone calls with professional manner.
3. To update and prepare directory information.
4. To record and update company number and staff phone number in database.
5. Provide excellent customer service.

**Interested candidate who meet the above criteria are invited to send the application along with the detail CV and a recent passport size photograph to the Group Human Resource or email at** [**ghr@epicgroup.com.my**](mailto:ghr@epicgroup.com.my)

Issued by: Group Human Resource, EPIC