



PR/123864 | Receptionist

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1599799

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2026年06月26日 11:55

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

We are seeking a professional, friendly, and organized individual to be our Receptionist and act as the first point of contact for visitors, guests, and callers. The Receptionist is expected to manage the front desk, provide excellent customer service, handle administrative tasks, and support daily office operations to ensure a welcoming and efficient workplace.

Job Description

- Stand by at the reception desk to greet and assist visitors, ensure the area is presentable, and manage incoming inquiries.
- Arrange and coordinate driver schedules, including assigning pick-ups/drop-offs, communicating routes and times, and confirming driver availability.
- Schedule and coordinate courier services for outgoing and incoming packages; track shipments and ensure timely pickup/delivery.
- Stand by at meeting rooms to welcome attendees, assist with room setup, provide necessary materials, and support

meeting logistics.

- Assisting with in-house corporate events hosted by company, either within or outside the office premise.
- Perform other duties as assigned to support the office team.

Required qualifications:

- Minimum D3 or Bachelor's degree
- 1+ year of experience in a receptionist, customer service, or administrative role preferred
- Good command of written and spoken English
- Strong organizational, communication and interpersonal skills
- Reliable, punctual, and presentable appearance
- Competent in MS Office (Word, Excel, PowerPoint and Outlook) and IT skills

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明