PT. Angkasa Jaya Medium Requires New Employee acts as receptionist, requirements as follows:

**Job Responsibilities:**

**-** Handling incoming or outgoing phone**.**

**-** Handling administration files

**Experience Requirements:** Preferably have max. 1 year experience as Receptionist, Customer Service, handling incoming / outgoing phone.

**Skills:**

- Skill Receptionist

- Secretarial Skills

- Customer Service Skill Filling

- Typing

- Computer Literate with (Ms. Office)

- Good command in speaking and writing English

**Qualifications:**

1. Female, max. 28 years old

2. D3/S1, any major

3. Preferably have max. 1 year exp. As Receptionist, Customer Service, handling incoming / outgoing phone Fresh graduate is welcome.

4. Skill Receptionist, Secretarial Skills, Customer Service Skill Filling, Typing

5. With Computer Literate (Ms. Office)

6. Good command in speaking and writing English

7. Pleasant personality and well represented (Good Looking)

8. Willing to be placed at the Greater Jakarta.